

May 6, 1911. ✓

Dr. A. D. Melvin,

Chief, Bureau of Animal Industry.

Sir:

The Auditor for the State and Other Departments holds that under the Comptroller's Decisions it is unlawful to pay the traveling expenses of an employee transferred from the field to the Department at Washington under a new appointment. The Comptroller has held that such transfer constitutes a new appointment, when covered by an appointment paper, and if the employee is directed to report for duty in Washington he must do so without expense to the Government. The fact that the man has been an employee of a bureau for several years and there has been no break in the continuity of his service does not alter the case. In other words, an employee appointed for duty at a certain place or station must place himself at that station at his own expense.

A messenger boy on duty at a field station was promoted and directed to proceed to Washington for duty. He took the oath of office at his station in the field, thereby making his journey to Washington at the expense of the Government an improper charge, and it has been disallowed by the Auditor.

Doctor Melvin-

While there have probably been no other such cases in the Department, I take the liberty of calling your attention to this matter for guidance in the future.

It is perfectly proper, of course, to direct an employee in the field to report to the head of a bureau in Washington for duty, and pay his traveling expenses, provided a new appointment is not required. Similarly, it would be perfectly proper to promote this employee later if such promotion was not contemplated at the time of transfer.

There is still another way, if the employee is to be paid from a lump fund appropriation, and that is to have the appointment paper include the traveling expenses.

Very respectfully,

Chief of Division.

K.

This is to certify that the within and above named

person, is the owner of the within and above named

property, and that the same is not subject to any

claim or lien of any person, and that the same is

not subject to any claim or lien of any person, and

that the same is not subject to any claim or lien of

any person, and that the same is not subject to any

claim or lien of any person, and that the same is

not subject to any claim or lien of any person, and

that the same is not subject to any claim or lien of

any person, and that the same is not subject to any

claim or lien of any person, and that the same is

not subject to any claim or lien of any person, and

that the same is not subject to any claim or lien of

any person.

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EXECUTIVE ORDER.

It is hereby ordered that hereafter all per diem employees and other day laborers in the federal public service, wherever employed, whose employment extends through and beyond the first Monday in September, commonly known as Labor Day, and set apart as a legal public holiday for certain branches of the public service by the Act of June 28, A. D., 1894, be excused from work on said day, and the said day is declared to be a holiday for all purposes for said per diem employees and laborers.

Provided, however, that this order shall not apply to any bureau or office of the Government, or to any of the clerks or other employees thereof, that may for special public reasons be excepted therefrom by the head of the Department having supervision or control of such bureau or office, or where the same would be inconsistent with the provisions of existing law.

Wm. M. Taft.

The White House,

August 25, 1911.

(No. 1404.)

EXHIBIT

It is hereby ordered that a copy of this report be

forwarded to the Board of Directors of the company.

The Board of Directors is requested to take such action

as may be deemed proper in the premises.

Very truly yours,

W. H. [Signature]

Secretary

Witness my hand and seal this 1st day of [Month]

19[Year]

at [City], [State]

[Signature]

President

Very truly yours,

+

W. H. [Signature]

August 11, 1911

(100)

DEPARTMENT OF AGRICULTURE.
Office of the Secretary.
Washington, D. C.

MEMORANDUM.

December 6, 1911.

June 6, 1912.

BOARD OF SURVEY.

The following employees of the Department of Agriculture are designated as members of the Board of Survey of the Department:

A. A. Ormsby, Office of the Chief Clerk, Chairman.
Lewis Jones, Chief Engineer.
F. E. Meloy, Property Clerk, B. P. I.
E. A. Bennett, Property Clerk, B. A. I.

The Board is hereby charged with the duty of inspecting such property of this Department in the City of Washington as shall be reported to it by the Chief Clerk of the Department during the fiscal year ending June 30, 1912, as having become worn out or unserviceable, or of no practical use to the Department or a particular Bureau thereof.

The Board will carefully review and examine all property turned in by the different Bureaus and Offices, all of which shall be subject to its inspection; and it will recommend such disposition of the same by sale, reissue, or destruction as will, in its judgment, best subserve the public interests.

At least three members of the Board shall actually inspect and make recommendation as to all property; and an approximation or estimate of present value shall be placed on all items.

This is intended to replace Mr. M. J. Gorman, who is transferred from the Chief Clerk's office to the Office of the Secretary.

(signed) JAMES WILSON,

Secretary.

COPY.

(signed) JAMES WILSON,

Secretary.

ferred from the Chief Clerk's office to the Office of the Sec-

This is intended to replace Mr. M. J. Gorman, who is trans-

or estimate of present value shall be placed on all items.

and make recommendation as to all property; and an approximation

At least three members of the Board shall actually inspect

will, in its judgment, best subserve the public interests.

disposition of the same by sale, release, or destruction as

shall be subject to its inspection; and it will recommend such

turned in by the different Bureaus and Offices, all of which

The Board will carefully review and examine all property

Department or a particular Bureau thereof.

worn out or unserviceable, or of no practical use to the

during the fiscal year ending June 30, 1912, as having become

shall be reported to it by the Chief Clerk of the Department

such property of this Department in the City of Washington as

The Board is hereby charged with the duty of inspecting

E. A. Bennett, Property Clerk, B. A. I.

F. E. Meloy, Property Clerk, B. P. I.

Lewis Jones, Chief Engineer.

A. A. Ormsby, Office of the Chief Clerk, Chairman.

Department:

are designated as members of the Board of Survey of the

The following employees of the Department of Agriculture

BOARD OF SURVEY.

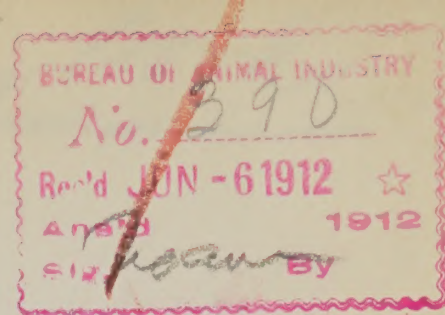
MEMORANDUM.

December 6, 1911.

DEPARTMENT OF AGRICULTURE.
Office of the Secretary.
Washington.

File

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.



June 6, 1912.

275 ✓

MEMORANDUM FOR CHIEF CLERK,

BUREAU OF ANIMAL INDUSTRY:

Communication has been received from the White House to the effect that any employees who are members of the organization known as the Knights of Columbus, may be excused upon request, on the afternoon of Saturday, June 8th, without the time being charged against their leave.

Respectfully,

[Signature]

Chief Clerk.

June 1, 1919.

MEMORANDUM FOR THE CHIEF, BUREAU

OF CHILD WELFARE

Re: Report of the State of New York, dated May 1, 1919, regarding the condition of the children in the State of New York, and the progress of the work of the State Department of Social Welfare.

The report of the State of New York, dated May 1, 1919, regarding the condition of the children in the State of New York, and the progress of the work of the State Department of Social Welfare, is herewith submitted for the Bureau of Child Welfare.

Very truly yours,

Copy for Order Book
DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

277 ✓

June 11, 1912.

Dr. A. D. Melvin,

Chief, Bureau of Animal Industry.

Sir:

You are authorized to discontinue the Division known as the Inspection Division and in its stead create two divisions known as Field Inspection Division and Meat Inspection Division. These two divisions will carry on the work which has heretofore been performed by the single division and their work will be divided as the titles indicate. Close cooperation should be maintained between these divisions and also the Quarantine Division, as much of the work relating to two or three of the divisions can be performed by the same person or set of persons.

This arrangement to become effective at once.

Very respectfully,

(Signed) JAMES WILSON,

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

June 11, 1915.

Mr. A. E. Melvin,

Chief, Bureau of Animal Industry.

Sir:

You are authorized to discontinue the Division known as the In-
spection Division and in its stead create two divisions known as Field
Inspection Division and Post Inspection Division. These two divisions
will carry on the work which has heretofore been performed by the In-
spection Division and each will be divided as the latter Institute. When
operation should be maintained between these divisions and with the
Quarantine Division, as much of the work relating to two or three of
the divisions can be performed by the same person or set of persons.
This arrangement is deemed effective at once.

Very respectfully,

(Signed) JAMES WILSON.

Secretary.

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

282 ✓

1/22/12 ✓

Mails will leave the Department for the City Post Office
as follows:

9:45 and 11:30 a. m.

2:00 and 4:15 p. m.

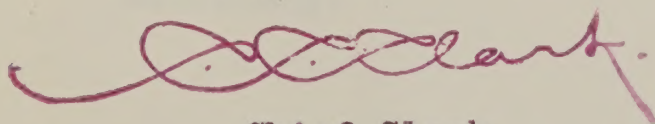
Mails will arrive at the Department from the City Post
Office as follows:

8:00 and 10:00 a. m.

12:45 and 3:00 p. m.

Registered mail closes at 4:00 p. m.

It will be noted that the only change in these instructions from those issued on November 16, 1909, is in the case of the Departure of mail for the City Post Office at 2:00 o'clock p. m. formerly it was 2:15.



Chief Clerk.

July 22, 1912.

Mail will leave the Department for the City Post Office

as follows:

7:45 and 11:30 a. m.

2:00 and 4:15 p. m.

Mail will arrive at the Department from the City Post

Office as follows:

8:00 and 10:00 a. m.

12:45 and 2:00 p. m.

Registered mail closes at 4:00 p. m.

It will be noted that the only change in these instanc-

tions from those issued on November 13, 1909, is in the case

of the departure of mail for the City Post Office at 2:00 o'clock

p. m. formerly it was 2:15.

Chief Clerk.

July 22, 1912.

UNITED STATES DEPARTMENT OF AGRICULTURE,
Bureau of Chemistry.

COPY.

August 21, 1912.

The Secretary of Agriculture:

I recommend that the order of August 9, 1912, establishing the Plant Analysis Laboratory in this bureau be so amended as to make the name of the laboratory "Plant Chemistry" instead of "Plant Analysis" as the former term is more appropriate.

Respectfully,

(signed) R. E. Doolittle,

Acting Chief.

Approved:

(signed) James Wilson,

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

299
BUREAU OF ANIMAL INDUSTRY
NOV 5 1912
Rec'd NOV 5 1912
Ans'd
Sig. By

The attention of the Officers and employees of the Department of Agriculture is hereby called to the following letter received from the Civil Service Commission respecting political activity. Officers and employees should be careful to observe the law relating to political activity as set forth in the Commission's letter.

W. M. HAYS,

Acting Secretary of Agriculture.

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON, D. C.

October 31, 1912.

The Honorable,
The Secretary of Agriculture.

S i r:

The attention of the Commission has been called to the fact that certain persons in the competitive classified service in the District of Columbia are rendering service as delegates of state political or semi-political clubs or associations to a league of political clubs. Inasmuch as such service is violative of section 1 of Rule I, the Commission requests that the following statement regarding membership in political clubs and other political organizations be brought to the attention of all officers and employees under your jurisdiction.

Competitive classified employees may be members of political clubs, but it is improper for them to be active in the organization of such a club, to be officers or members of a committee thereof or act as such, or to address a political club. These general lines indicate the activity forbidden to the employee as a member of such clubs. Service as a delegate from such a club to a league of political clubs is service as an officer or representative of a political club and is prohibited under the rule. It is permissible for an employee to become a member of a state political club, but he may not serve as a delegate or representative of that club to or in any other organization. In other words, he may become a member of a political club, but may not take an active part in its management or affairs, and may not represent other members or attempt to influence them by his public actions or utterances. Unclassified laborers are by Departmental orders subject to the same restrictions.

It has further been brought to the attention of the Commission that certain officers and employees not in the competitive classified service have been or are acting in the capacity of treasurer of local state political organizations. While persons not in the competitive classified service are not subject to the prohibitions of section 1 of Rule I, the Commission desires to invite attention to the fact that the statutes concerning the solicitation or receipt by one officer or employee of political contributions from another officer or employee apply with equal force to all who serve the United States, whether classified or unclassified. By thus serving in the capacity of treasurer of a political club any officer or employee receiving from another officer or employee who is a member of the club any fees or dues or other contribution for a political purpose thereby renders himself liable to prosecution for violation of section 118 of the Criminal Code of the United States, and the member so paying him such fees or dues or other contribution for a political purpose violates section 121 of the Criminal Code.

By direction of the Commission:

Very respectfully,

JOHN C. BLACK,

President.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

File in book
307½

February 28, 1913.

Dr. A. D. Melvin,

Chief of Bureau of Animal Industry.

Sir:

Referring to General Order No. 172, dated February 10, 1913, you are hereby authorized to prohibit smoking in such rooms occupied by the Bureau of Animal Industry as in your judgment would be reasonable on account of danger of fire or as a nuisance to other employees working in such rooms. You are authorized also to regulate the hours during which smoking may be permitted.

Very respectfully,

James Wilson
Secretary.

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Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

O/C

April 17, 1913.

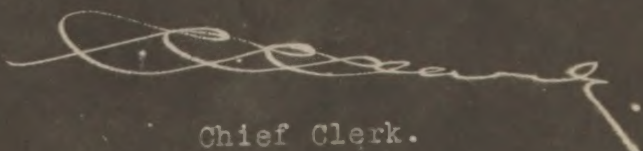
Dr. A. D. Melvin, Chief,
Bureau of Animal Industry.

Dear Sir:

Regarding the effect of the Parcel Post law contained in the Act of Congress of August 24, 1912, on mail matters sent by government establishments under frank, I have to inform you that ^{the Postmaster} ~~I am~~ in receipt of the following from the Postmaster General, from which it will be noted that official matter partaking of the nature of fourth-class mail matter may be sent by the several departments under penalty envelope or label, not exceeding eleven pounds in weight:

"In the opinion of the Attorney General, dated February 28, 1913, it is held that since the Act of June 26, 1906, permits the mailing under the penalty privilege of official matter which "would be entitled to admission to the mails under laws requiring payment of postage," and since "fourth-class mail matter", as defined by the parcel post law of August 24, 1912, is admissible to the mails to the extent of eleven pounds in weight, the limit of weight of such official matter as partakes of the characteristics of "fourth-class mail matter" is by that Act increased to eleven pounds. It is, therefore, permissible, under the law, for an executive department or officer of the Government to send in mails, free of postage, under a penalty envelope or label, official matter partaking of the characteristics of "fourth-class mail matter," not exceeding eleven pounds in weight."

Very respectfully,


Chief Clerk.

DEPARTMENT OF AGRICULTURE
Office of Chief Clerk
Washington, D. C.

April 17, 1913.

INSTRUCTIONS IN CONNECTION WITH THE FIRE ALARM SYSTEM IN THE
DEPARTMENT OF AGRICULTURE

A complete fire alarm system has been installed in the buildings of the Department by the Gamewell Fire Alarm Telegraph Company, and the system has been inspected by the electricians of the Department and by the District of Columbia Electrical Department, accepted by them, and will be put into operation beginning today, April 17th.

The fire alarm boxes connect direct with the District Fire Department and are located at the entrances on the outside of the principal buildings of the Department, with auxiliary boxes in the basement and each floor above the first. The number and exact location of these boxes are shown on the attached list:

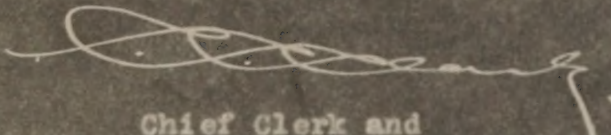
All employees on duty in the day-time and watchmen on duty at night, should familiarize themselves with the locations of these boxes and the accompanying instructions, and in case of fire should break the glass front, pull the hook all the way down and hold for a few seconds until a buzz is heard, which is a return signal indicating that the alarm has been received at the City Fire Department. After "pulling the box" some one, if possible, should report by telephone to the Main Building, the exact location of the fire and then go to the main box on the outside of the building and direct the Fire Department as to the exact location of the fire.

Fire gongs: The fire alarm system described above has no connection whatever with the "gong system" with which the larger buildings are equipped. These fire alarm gong bells have been installed only to notify and alarm the occupants of the buildings during the day that they should leave the building immediately on account of fire or some other accident or emergency, and have no connection with the City Fire Department, nor do they sound any fire alarm whatever. There is placed at each of the small boxes which are used to set off the fire gongs, a white card with instructions printed in red type as follows:

"When the glass of this box is broken it causes large gongs placed throughout the building to ring continuously to notify the occupants of the building that they should leave immediately. This box is not connected with the City Fire Department. The systems are tested every Monday morning between 8:30 and 9 o'clock."

Particular care should be observed so that there can be no confusion of these two systems. If a fire occurs during the day, or at night during the time that employees are in the buildings, of a size requiring the fire department, some one should sound the fire gong immediately when the regular fire alarm is turned in so as to warn the occupants of the building.

Respectfully,



Chief Clerk and
Custodian of Buildings.

DEPARTMENT OF AGRICULTURE,
Office of Chief Clerk,
Washington, D. C.

April 17, 1913.

LIST SHOWING THE LOCATION OF THE FIRE ALARM BOXES AND
STATIONS INSTALLED BY THE GEMWELL FIRE ALARM TELEGRAPH COMPANY
IN THE VARIOUS BUILDINGS OF THE DEPARTMENT OF AGRICULTURE.

LABORATORY "A", four floors and basement; one master box outside main west entrance. Four auxiliaries, one each in the basement, the second, third and fourth floors, located on the south side of the long corridor running east and west, near center.

LABORATORY "B", four floors and basement; one master box outside main east entrance. Four auxiliaries, one each in the basement, the second, third and fourth floors, located on the south side of the long corridor running east and west, near center.

#220 14th Street: Office building, six floors and basement. One master box outside main entrance on 14th Street and six auxiliaries (one each for the basement and five floors above the first), located on the steel elevator frame.

PUBLIC ROADS BUILDING: Corner 14th and B Streets, S. W., four floors and basement. Five auxiliaries (one for each of the four floors and basement), attached to the steel elevator frame at the head of the stairs on each floor and near the foot of the stairs in the basement, except that the auxiliary for the first floor is outside near the entrance. These auxiliaries are connected with the master box in front of #220 14th Street.

#1304-6 B Street: Three floors and basement. One master box outside near entrance, and three auxiliaries (one at foot of stairs in basement and one at the head of the stairs on the second and third floors.)

#1316 B Street: Solicitor's Office, three floors and basement. Four auxiliaries to be connected with the master box at 1304-6 B Street, one on each floor and basement about the center of the hall running north and south, except for the first floor where the auxiliary is outside near the front door.

216 13th Street: (Chemistry Building), six floors and basement, one master box outside main entrance on 13th Street, six auxiliaries, one in the basement and one on each floor above the first, attached to the brick column next to the elevator shaft and facing the corridor running east and west.

#212 and 214 13th Street: three floors and basement. (Brick residence used for storage by Bureau of Chemistry.) Two auxiliaries, one outside of street door for each building; same connected with the master box in front of 216 13th Street.

#215 13th Street: Publications, four floors and basement. Five auxiliaries, one outside near entrance for the first floor, one at the foot of the stairs for the basement, and one near the head of the stairs on the second, third, and fourth floors; and connected with the master box in front of 216 13th Street.

#224 12th Street: Office of Farm Management, three floors and basement. One master box outside near main entrance.

Mechanical Shops: (13th & B Sts.) two stories and interior court. One master box outside near west entrance. Seven auxiliaries, four on second floor (one at head of stairs in each corner), and one for the first floor outside, near one of the entrances on the south side; also one outside of east and west greenhouse packing sheds.

Main Building: Master box outside north entrance, three auxiliaries one second floor main stairway, one each at east and west end of third floor hallway.

Entomology Building: two stories and attic. One auxiliary on second floor near head of stairs connected with the master box at the Main Building.

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

O-L

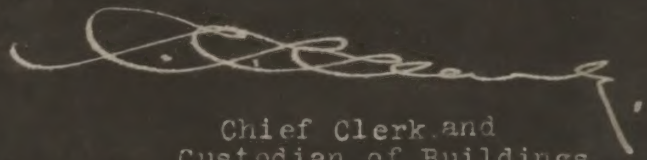
April 17, 1913.

Dr. A. D. Melvin,
Chief,
Bureau of Animal Industry.

Dear Sir:

I am transmitting herewith explanations and instructions in connection with the fire alarm system recently installed in the buildings of the Department of Agriculture. The installation and inspection of these additional fire alarm boxes has been completed, and connections have been made with the City Fire Department, so that the boxes are in full operation and working order today.

Very respectfully,



Chief Clerk and
Custodian of Buildings.

Enclosures:

Instructions in relation to fire alarm system.
List of fire alarm stations and boxes.

DEPARTMENT OF JUSTICE
Washington, D. C.

April 19, 1913.

The President,
The White House.

S I R:

I have the honor to acknowledge receipt of your communication of the 15th instant, with Col. McElroy's letter of the 10th instant attached, in which he requests that leave of absence be given veterans in the employ of the Government to attend the Peace Celebration at Gettysburg.

By direction of the Attorney General, I have the honor to say in reply, that by the Act of March 15, 1888, "The head of any Department may grant thirty days annual leave with pay in any one year to each clerk or employe," and, therefore, it will be entirely proper and legal for leave of absence to be given veterans in the employ of the Government who wish to attend the Peace Celebration at Gettysburg, but it will be necessary for such time to be deducted from the thirty days leave provided for by statute.

I have sent a copy of this communication to each of the heads of the several Departments.

Very respectfully,

Acting Attorney General.

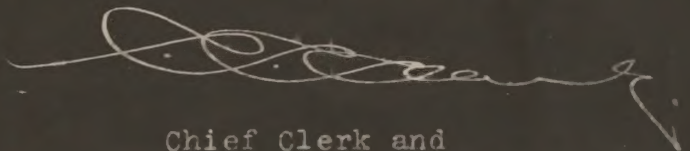
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Dr. A. D. Melvin--2.

This is the third case of such incidents within recent years in the Department buildings. Attention is called to this as illustrative of unexpected causes of fire and dangers which may result; and so as to sound a warning against throwing lighted matches, etc., out of windows of buildings.

Attention is also invited to precautionary measures against fire, by control of smoking in the buildings, and guarding against other causes which might be productive of fire.

Very respectfully,



Chief Clerk and
Custodian of Buildings.

Please note and initial.

C. C. Carroll

Dr. Steadom *SS*
Dr. Ramsay *RA*
Mr. Pickens *PK*
Dr. Ransom *RS*
Mr. Gibbs *GB*
Dr. Farrington *Am7*
Dr. Hickman *HD*
Dr. Mohler *MR*
Dr. Dorset *DR*
Mr. Pew *PE*
Mr. Rawl *RL*
Mr. Newmyer *EN*
Mr. Russell *HR*
Mr. Watson *WS*
Mr. Maloy *ML*
Mr. Rommel *RM*

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

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o/c

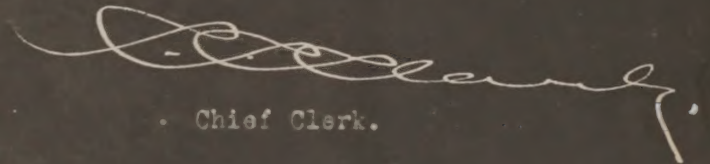
April 22, 1913.

Mr. C. C. Carroll,
Chief Clerk,
Bureau of Animal Industry.

Dear Sir:

I enclose herewith for your information, copy of a
letter addressed to the President by the Department of Justice,
in relation to leave to be granted veterans in the employ of
the Government to attend the Peace Celebration at Gettysburg.

Very respectfully,


Chief Clerk.

Enclosure.

Please note and initial:

Dr. Steddom

~~Dr. Hickman~~

Dr. Ransom

Dr. Hickman

Dr. Mohler

Dr. Dorset

Mr. Rawl

Mr. Rommel

C.C. Carroll

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

No. 407
Rec'd APR 29 1913
Ans'd 1913
Sig. By

C-L

April 24, 1913.

Dr. A. D. Melvin,
Chief,
Bureau of Animal Industry.

Dear Sir:

I have the honor to advise you that this forenoon a heavy jar fell out of one of the front windows in the Main building and narrowly missed hitting a person entering the building. A few days ago a similar case was reported, viz, a bottle of milk fell from a high window ledge and struck on the steps of the front entrance of one of the Department buildings. Such incidents might cause serious injury to passersby or employees entering the building; I am simply calling it to your attention so that you may give your employees proper warning and additional instructions against placing bottles, jars, or any articles on the window sills from which they may fall or be knocked.

Very respectfully,

Please note and initial.

G.C. Carroll.

Dr. Steddom
Dr. Ramsay
Mr. Pickens
Dr. Fansom
Mr. Gibbs
Dr. Farrington
Dr. Hickman
Dr. Mohler
Dr. Dorset
Mr. Pew
Mr. Rayl
Mr. Romme

Chief Clerk and
Custodian of Buildings.

Mr. Newmaver
Mr. Russell
Mr. Watson
Mr. Maloy

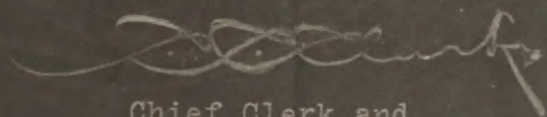
Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

May 3, 1913.

MEMORANDUM IN RELATION TO EMPLOYEES ENTERING
BUILDINGS OUTSIDE OF OFFICE HOURS:

Instructions have been issued to the watch force of the Department, directing that registry books be maintained at the entrance stations of the several buildings, for the registration of all employees entering and leaving the buildings on passes, outside of office hours.

The attention and compliance with these instructions is requested on the part of all employees throughout the Department who have occasion to enter or leave the buildings outside of regular office hours.

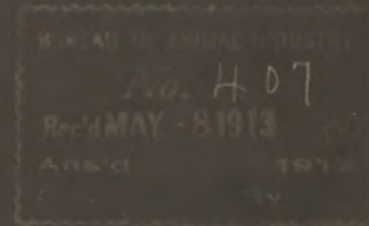

Chief Clerk and
Custodian of Buildings.

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

E

May 7, 1913.

Mr. C. C. Carroll,
Chief Clerk,
Bureau of Animal Industry.



Dear Sir:

There is enclosed herewith for your information and for the information of employees in general throughout the various offices of your bureau, "Memorandum in relation to employees entering buildings outside of office hours". Copies of this memorandum have been furnished the watchmen on the different posts, with instructions that same be posted in some conspicuous place near the book used for the purpose of registration.

Respectfully,

Chief Clerk and
Custodian of Buildings.

Enclosure.

Copy sent to
Dr. Stoddard
Hickman
Ransom
Ramsay
Mohler
Dorset
Mr. Rawl
Rommie

Mr. New
Pickers
Gibbs
Newman
Loutson
Russell
Malony

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REGULATIONS GOVERNING IMPORTATIONS OF NURSERY STOCK BY THE
UNITED STATES DEPARTMENT OF AGRICULTURE.

I. IMPORTATION OF NURSERY STOCK NOT UNDER QUARANTINE.

Section 1 of the Plant Quarantine Act of August 20, 1912, provides:

"That nursery stock may be imported for experimental or scientific purposes by the Department of Agriculture upon such conditions and under such regulations as the said Secretary of Agriculture may prescribe."

The following regulations shall govern such importations:

Regulation 1. Definition. For the purposes of these regulations, the term "nursery stock" includes all plants, seeds, or other plant products for propagation.

Regulation 2. Nursery stock, not under quarantine may be imported by mail, express, freight, or other form of transportation, without permit or other compliance with the requirements of the Act, when such plants are ordered by, or intended for, and are addressed to, the United States Department of Agriculture, Washington, D. C., the Federal Experiment Station, Honolulu, Hawaii, or the Federal Experiment Station, Mayaguez, Porto Rico.

Regulation 3. Nursery stock imported by any official, employee, bureau, office, division or board of the United States Department of Agriculture, including importations from Hawaii and Porto Rico, shall be addressed to, and entered through, the Office of Foreign Seed and Plant Introduction of the Bureau of Plant Industry, except as to importations by the Federal Experiment Stations at Honolulu and Mayaguez, as provided for in Regulation 7.

Regulation 4. All such importations shall be inspected by an entomologist and a pathologist of the Federal Horticultural Board, who are authorized to treat, disinfect, and, if necessary, destroy such importations, and to hold under such quarantine as they shall deem necessary until the importations are certified by them as free from infestation. A record shall be kept by such inspectors of all plants found to be infested with insect pests or plant diseases, and of the treatment and ultimate disposition of such plants.

Regulation 5. All nursery stock addressed to the Department of Agriculture, Washington, shall be delivered at the quarantine greenhouse or at the quarantine room of the Office of Foreign Seed and Plant Introduction for inspection and treatment, and shall not be removed therefrom until inspected and passed, or under such quarantine conditions as may be ordered by the inspectors of the Federal Horticultural Board: Provided, That infested portions of such plants may be taken, by permission of such inspectors, for scientific study by experts of the Department of Agriculture, due record being kept of the ultimate disposition of such samples. The packing material and original container, if so ordered, shall be burned.

Regulation 6. All field propagating stations of the Bureau of Plant Industry, and all forest nurseries of the Forest Service, shall be inspected at least twice annually by inspectors of the Federal Horticultural Board, and no stock shall be shipped therefrom until pronounced by such inspectors free from insects and plant diseases. Such inspectors are also authorized to order the treatment, or, if necessary, the destruction of any plants or plant products for propagation found infested with insects or plant diseases.

Regulation 7. Nursery stock may be imported by the Federal Experiment Station at Honolulu, Hawaii, in accordance with the regulations, governing such importations, of the territorial government of Hawaii, and by the Federal Experiment Station at Mayaguez, P. R., in accordance with the regulations of the Board of Commissioners of Agriculture of Porto Rico.

The introduction into Guam of any nursery stock or other plant products for propagation will be permitted only through the Office of Foreign Seed and Plant Introduction of the Bureau of Plant Industry, and only after inspection and certification by inspectors of the Federal Horticultural Board.

II. IMPORTATION OF NURSERY STOCK UNDER QUARANTINE.

Section 7 of the Plant Quarantine Act was amended March 4, 1913, by the addition of the following proviso:

"Provided, That hereafter any class of nursery stock or of any other class of plants, fruits, vegetables, roots, bulbs, seeds, or other plant products of which the importation may be forbidden from any country or locality under the provisions of section seven of the plant quarantine Act approved August twentieth, nineteen hundred and twelve (Thirty-seventh Statutes, page three hundred and fifteen), may be imported for experimental or scientific purposes by the Department of Agriculture upon such conditions and under such regulations as the said Secretary of Agriculture may prescribe."

The following regulations shall govern departmental importations under this proviso:

Regulation 1. All importations under this proviso of the Act shall be made through the Office of Foreign Seed and Plant Introduction of the Bureau of Plant Industry in accordance with the foregoing regulations governing importations of nursery stock not under quarantine, except that the importation of insects and their host plants for the purpose of breeding insect parasites may be made directly by the Bureau of Entomology.

Regulation 2. No employee or other representative of the Department of Agriculture shall import any quarantined plant or plant product unless and until he has secured a permit therefor from the Federal Horticultural Board.

Regulation 3. In the event of arrival of plants under quarantine from correspondents or explorers in foreign countries without permit,

the Federal Horticultural Board shall be promptly notified by the official responsible for or receiving the importation, and the stock shall be held subject to inspection and treatment, as provided for above.

Regulation 4. A record shall be kept by the Federal Horticultural Board of all Departmental importations of plants or plant products under quarantine, showing the condition and disposition made of the same and the official responsible for their importation and care.

- - - - -

The following plants and plant products are under quarantine:
All five-leaved pines from each and every country of Europe and Asia.

The common or Irish potato (Solanum tuberosum) from Newfoundland; the islands of St. Pierre and Miquelon; Great Britain, including England, Scotland, Wales, and Ireland; Germany; and Austria-Hungary.

Oranges, sweet limes, mangoes, achras sapotes, peaches, guavas, plums, and grape fruit, from the Republic of Mexico.

Cotton seed and cotton seed hulls.

Sugar cane under regulation (to be promulgated shortly).

APPROVED:

D. A. Houston

Secretary of Agriculture.

May 31, 1913.

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

June 6, 1913. FILE
J. R. C.

BUREAU OF ANIMAL INDUSTRY
No. 407
Rec'd JUN - 6 1913
Ans'd 1913
By

Mr. C. C. Carroll,

Chief Clerk, Bureau of Animal Industry.

Dear Sir:-

The watchman on duty in your building reports that although there are signs posted in and around the building, stating that there should be no smoking after 3:30, he has noticed many instances where employees have smoked up to 4:30, and also at night when some of the employees return to work.

Very respectfully,

[Signature]
Chief Clerk and
Custodian of Buildings.

RODM

Chiefs of Divisions
and Offices in East Wing:
Please note and initial.
C.C.C.

Noted *[initials]* *[initials]*
Noted A. J. P. *[initials]*
" was *[initials]*
" *[initials]* *[initials]*
" *[initials]* *[initials]*
" *[initials]*
" *[initials]*
" *[initials]*
" *[initials]*
" *[initials]*

SUMMARY.

1. A Journal of Agricultural Research shall be established for reports of research.
2. Monographs of unusual character may occasionally be accepted for separate publication.
3. Outside publication will be permitted.
4. The series of Bureau bulletins shall be discontinued and circulars shall be given a Departmental number only.
5. The number of Farmers' Bulletins and circulars shall be increased.
6. Annual administrative reports shall be reduced.
7. General annual reports shall be greatly reduced or discontinued.
8. Yearbook papers shall be of a magazine character.
9. "Expenditures" and "Travel Report" shall not be printed and bound.

1
Chief Clerk,

.....

and enclose herewith copies
of my letter of authorization
for the various offices in
your Bureau.

When any work is required
under Items 2,5,6 & 7, you
will please state in writing
the nature and quantity of
such services on a form that
will be furnished for that
purpose.

Chief Supply Division .

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

file in book

360

Authorization;
22-Sec.

July 1, 1913.

Mr. C. B. Lower,

Chief of Supply Division.

(Through the Chief Clerk, Department of Agriculture).

Sir:

Authority is hereby granted you to incur expenses, in accordance with the Fiscal Regulations of the Department, during the fiscal year ending June 30, 1914, not exceeding the amounts stated, without requisition or other further authorization, as follows;

1. To have laundered the towels, laboratory pants, coats, aprons, and such other property of the Department as may be necessary.....\$2,300.00
2. To take up, clean and store carpets, and also to relay same under contract..... 150.00
3. To have necessary repairs made to harness, mail sacks, and such other articles of Government property as may be repaired by harness makers..... 100.00
4. To have minor repairs made to carriages and vehicles of the Secretary's office..... 100.00
5. To have bicycles and motorcycles repaired..... 150.00
6. To take down, store, repair, recover if necessary, and replace on buildings all awnings of the Department.....500.00
7. To have necessary repairs made to clocks.....50.00
8. To purchase on prescriptions of the Veterinary Surgeon in charge of Government horses of the Secretary's office, such medicine as may be necessary in case of sickness requiring medical treatment.....50.00

An allotment of \$3,400 is hereby made for the above items from the appropriation "Contingent Expenses, Department of Agriculture, 1914".

You are authorized, with approval of the Chief Clerk, Department of Agriculture, to make such adjustment as may be necessary during the fiscal year in the various sub-allotments under this authorization by transferring such amounts as may be required from one item to another. The total amount of the authorization must not, however, be exceeded without prior written authority from the Secretary.

B.T.GALLOWAY.

A true copy;

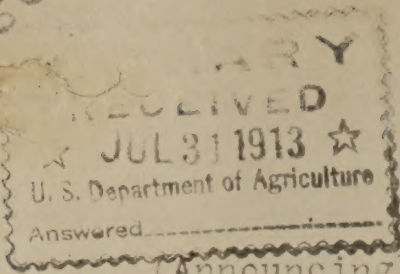
Acting Secretary.

W.J.NEVIUS.

Chief Clerk,
Div. of Accounts and Disbursements.

19
86M
DEPARTMENT OF AGRICULTURE,
WASHINGTON, D. C.
OFFICE OF ASSISTANT SECRETARY.

July 22, 1913.



MEMORANDUM.

(Announcing Undertaking to Supply Two Different Weekly Articles to Important Syndicates.)

The Office of Information has completed arrangements for supplying two different weekly articles to important news syndicates which supply press matter in plate form to rural newspapers. One of these syndicates states that it will begin by supplying this press material to one thousand rural newspapers, which means a country circulation of about 1,500,000 readers. The other Association will offer the material in plate form and supply it to such rural papers as care to buy it from the syndicate. This syndicate numbers about eight thousand rural newspapers among its customers for plate matter. The Department, therefore, has an opportunity to gain large circulation for its educational material at no greater cost than preparing one copy of each article.

The success of the plan depends entirely on how valuable and interesting these articles can be made. In this the Office of Information needs the active cooperation of all Bureaus and Offices. The plan is to build up these articles from the most important, practical and generally applicable information supplied by each Bureau. In suggesting matter for these two articles, the Bureau writers must bear in mind that one of these articles will not reach the papers in plate form for two full weeks and that material for the other article must be written one month in advance of publication. The material should be in the form of practical, valuable

paragraphs or articles not over 400 words in length. Shorter items and particularly interesting notes of two or three printed lines will be very useful. One or two interesting and educational photographs directly connected with the text can be used to advantage in each article. All matter must be approved by the Chief of Bureau. Each Chief is requested to designate a member of his staff to be responsible for the gathering and preparation of such items, and all items must be marked "For Weekly Syndicate Article."

The first weekly letter will be prepared about the middle of August. Those charged with gathering the items should file those for the first articles not later than 2 p. m., Friday, August 1. Items for subsequent weekly articles should be filed each Friday before 2 p. m.

Special attention should be given to the importance of not duplicating items furnished for use in the Weekly News Letter to Crop Correspondents as undoubtedly the matter in the News Letter will be supplied by the correspondent to rural papers. This would result in making the plate matter useless to many rural papers and so defeat the purpose of the plated material.

B. P. Greenway.

Assistant Secretary.

United States Engineer Office.

Room 305 Southern Building.

Washington, D. C., August 7, 1913.

Office of Chief Clerk

Washington, D. C.

From: The District Engineer Officer, Washington, D. C.

To: The Chief of Engineers, U. S. A.

Subject: Purity of Washington City water.

Mr. G. C. Carroll,

1. Recently the attention of this office was called to the prospectus of the Tripure Water Company, in which some unfair and misleading quotations regarding Washington City water were published. These quotations and other statements in the prospectus were evidently intended to cast a suspicion on the quality of water supplied to the people of this city in order to create a sale for the stock and product of the water company. From this and similar attacks it is understood that there exists in the minds of some a suspicion of the Washington water which is entirely unwarranted. It is understood that in some of the government departments it is contemplated to install small additional purification plants for further treatment of water. And it may be remarked here that experience shows that this may lead to contamination instead of purification, as private filtration plants are often looked after by unskilled hands.

2. In order to save useless expenditure of Government funds, it is recommended that the heads of the various Government departments be assured that the city water is perfectly wholesome and safe to use for all domestic purposes, including drinking, when taken directly from the taps without additional treatment whatever.

3. There is at the Filtration Plant a well equipped laboratory where daily tests and analyses are made of the water from the various reservoirs, the filter beds, and city taps, and this office will gladly furnish any information concerning the purity of the water which may be desired by other departments of the Government.

(signed) W. C. Langfitt.

Lieut. Col., Corps of Engineers.

United States Engineer Office.
Room 308 Southern Building,
Washington, D. C., August 7, 1913.

From: The District Engineer, Office, Washington, D. C.

To: The Chief of Engineers, U. S. A.

Subject: Purify of Washington City water.

1. Recently the attention of this office was called to the progress of the Filter Water Company, in which some units and misleading quotations regarding Washington City water were published. These quotations and other statements in the prospectus were evidently intended to cause a suspicion on the quality of water supplied to the people of this city in order to create a sale for the stock and product of the water company. From this and similar attacks it is understood that there exists in the minds of some a suspicion of the Washington water which is entirely unwarranted. It is understood that in some of the government departments it is contemplated to install small additional purification plants for further treatment of water. And it may be remarked here that experience shows that this may lead to contamination instead of purification, as private filtration plants are often looked after by unskilled hands.

2. In order to save needless expenditure of government funds, it is recommended that the heads of the various government departments be assured that the city water is perfectly wholesome and safe to use for all domestic purposes, including drinking, when taken direct from the taps without additional treatment whatever.

3. There is at the Filtration Plant a well equipped laboratory where daily tests and analyses are made of the water from the various reservoirs, the filter beds, and city taps, and this office will gladly furnish any information concerning the purity of the water which may be desired by other departments of the Government.

(Signed) W. C. Langille.

Lieut. Col., Corps of Engineers.

File in Dept Book

BUREAU OF ANIMAL INDUSTRY	
No.	3135
Rec'd	SEP 18 1913
Ans'd	13
Sig.	376

DEPARTMENT OF AGRICULTURE
Office of Chief Clerk
Washington, D. C.

*Bureau order issued
9-2373*

September 17, 1913.

Mr. C. C. Carroll,

Chief Clerk, Bureau of Animal Industry.

Dear Mr. Carroll:

I hand you herewith copy of letter from the Office of the U. S. Engineers concerning the purity of the water in the District of Columbia for your information, which is issued in opposition to a seemingly unfair and misleading report circulated by certain water purifying concerns.

Very truly yours,

Leon M. Estabrook
Chief Clerk.

3. There is at the Filtration Plant a laboratory where daily tests are made of the water from the various reservoirs, the filter bed, and this office will gladly furnish any information regarding the purity of the water which may be desired by any representative of the Government."

(Signed) W. C. Loring.

Lieut. Col. W. C. Loring

This for your information and guidance.

*Very truly yours,
J. H. Moulton*

BUREAU OF ANIMAL INDUSTRY
No. 10
Rec'd SEP 18 1913
A. S. H. 1013
BY 1013

DEPARTMENT OF AGRICULTURE
Office of Chief Clerk
Washington, D. C.

September 17, 1913.

Mr. C. C. Carroll,

Chief Clerk, Bureau of Animal Industry.

Dear Mr. Carroll:

I hand you herewith copy of letter from the Office of the U. S. Engineers concerning the purity of the water in the District of Columbia for your information, which is issued in opposition to a seemingly unfair and misleading report circulated by certain water purifying concerns.

Very truly yours,

Chief Clerk.

PHH.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO

C
September 23, 1913.

CHIEFS OF DIVISIONS AND OFFICES:

The following is a copy of a letter received from the U. S. Engineers office concerning the purity of water in the District of Columbia:

"1. Recently the attention of this office was called to the prospectus of the Tripure Water Company, in which some unfair and misleading quotations regarding Washington City water were published. These quotations and other statements in the prospectus were evidently intended to cast a suspicion on the quality of water supplied to the people of this city in order to create a sale for the stock and product of the water company. From this and similar attacks it is understood that there exists in the minds of some a suspicion of the Washington water which is entirely unwarranted. It is understood that in some of the government departments it is contemplated to install small additional purification plants for further treatment of water. And it may be remarked here that experience shows that this may lead to contamination instead of purification as private filtration plants are often looked after by unskilled hands.

2. In order to save useless expenditure of Government funds, it is recommended that the heads of the various Government departments be assured that the city water is perfectly wholesome and safe to use for all domestic purposes, including drinking, when taken directly from the taps without additional treatment whatever.

3. There is at the Filtration Plant a well equipped laboratory where daily tests and analyses are made of the water from the various reservoirs, the filter beds, and city taps and this office will gladly furnish any information concerning the purity of the water which may be desired by other departments of the Government."

(Signed) W. C. Langfitt,
Lieut. Col., Corps of Engineers.

This for your information and guidance.

Very respectfully,

J. H. Imohler
Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

FILE

ADDRESS REPLY TO
CHIEF OF BUREAU OF ANIMAL INDUSTRY
AND REFER TO

September 23, 1913.

CHIEFS OF DIVISIONS AND OFFICES:

The following is a copy of a letter received from the
U. S. Engineers office concerning the purity of water in the
District of Columbia:

- "1. Recently the attention of this office was called
to the prospectus of the Triangle Water Company, in which some
unfair and misleading statements regarding Washington City
water were published. These statements and other statements
in the prospectus were evidently intended to cast a suspicion
on the quality of water supplied to the people of this city
in order to create a sale for the stock and bonds of the
water company. From this and similar attacks it is understood
that there exists in the minds of some a suspicion of the
Washington water which is entirely unwarranted. It is under-
stood that in some of the government departments it is con-
sidered to install small additional purification plants for fur-
ther treatment of water. And it may be remarked here that
experience shows that this may lead to contamination instead
of purification as private filtration plants are often looked
after by unskilled hands.
2. In order to have useless expenditure of Government
funds, it is recommended that the heads of the various govern-
ment departments be assured that the city water is perfectly
wholesome and safe to use for all domestic purposes, including
drinking, when taken directly from the taps without additional
treatment whatever.
3. There is at the Filtration Plant a well equipped
laboratory where daily tests and analyses are made of the water
from the various reservoirs, the filter beds, and city taps
and this office will gladly furnish any information concerning
the purity of the water which may be desired by other depart-
ments of the Government."
- (Signed) W. C. Langstaff,
Lieut. Col., Corps of Engineers.

This for your information and guidance.

Very respectfully,

John W. ...
Acting Chief of Bureau.

D. 40951

file in book

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

BUREAU OF ANIMAL INDUSTRY	
No. 081	
Rec'd	OCT 13 1913
Ans'd	1913
Sig.	By

October 11, 1913.

Mr. C. C. Carroll,
Chief Clerk,
Bureau of Animal Industry.

Dear Mr. Carroll:

Your attention is invited to the Executive Order issued on 30 September by the President of the United States, which order, for ready reference, is quoted below; viz:

"EXECUTIVE ORDER.

It is hereby ordered, in the interest of public health, that the use of roller towels and other towels intended for use by more than one person, be discontinued in the public buildings of the United States.

WOODROW WILSON

White House,
30 September, 1913.

(No. 1833 $\frac{1}{2}$.)"

You will therefore please arrange to promptly discontinue the use of roller and other towels intended for use by more than one person in such buildings and parts of buildings as are under your jurisdiction.

Very respectfully,

*Copy made for file
notice put in October
Service Announcement
& Mr. Maloy & Mr. Watson
instructed JMC*

R. M. Rees
Chief Clerk.

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

October 11, 1913.

Mr. C. C. Carroll,
Chief Clerk,
Bureau of Animal Industry.

Dear Mr. Carroll:

Your attention is invited to the Executive Order
issued on 30 September by the President of the United
States, which order, for ready reference, is quoted
below; viz:

"EXECUTIVE ORDER."

It is hereby ordered, in the interest of
public health, that the use of roller towels
and other towels intended for use by more than
one person, be discontinued in the public build-
ings of the United States.

WOODROW WILSON

White House,
30 September, 1913.

(No. 18384.)

You will therefore please arrange to promptly dis-
continue the use of roller and other towels intended for
use by more than one person in such buildings and parts
of buildings as are under your jurisdiction.
Very respectfully,

Chief Clerk.

*Copy sent to file
Water but in relation
to the building
to the building
to the building*

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

386
ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO

October 24, 1913.

Dear Mr. [Name]:

TO CHIEFS OF DIVISIONS:

The Assistant Secretary requires from this Bureau a report each morning covering proposed travel from Washington within the next 48 hours, giving the following information in each case: Name, Division, Itinerary, Object of travel, Number of days proposed to be absent.

The attached forms are to be used by Division Chiefs in submitting to this office EACH MORNING BEFORE 10 O'CLOCK the desired information. If no travel is proposed, it should be so stated on the form.

A. D. Melvin

(Inclosure)

Chief of Bureau.

It is considered that it might be desirable for the
Bureau to have a publication of this character, and to report to me thereon. If the committee do
agree that a publication of this character is desirable, some
consideration should also be made as to its scope, form, and
method of preparation and distribution, etc.

(Signed) A. D. Melvin,

Chief of Bureau.

cc to each member of committee.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ANIMAL INDUSTRY
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO

TO DIRECTOR OF BUREAU OF ANIMAL INDUSTRY
The enclosed contains report of the
and showing various experiments conducted
and the results of the same. The results
show that the following is the most
effective method of treatment, and it is
recommended that the same be adopted
as the standard method of treatment.
The enclosed report was prepared by
the Bureau of Animal Industry, and it
is recommended that the same be
adopted as the standard method of
treatment.

D. W. McArthur

Chief of Bureau

(Enclosure)

(COPY)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

October 27, 1913.

MEMORANDUM FOR DR. J. R. MOHLER.

Dear Dr. Mohler:

It has been suggested that it might be desirable for the Department of Agriculture to issue a pamphlet, of the same general character as the "Treasury Decisions" published by the Treasury Department (copy attached), which would include informal decisions, extracts from correspondence, and other information of general interest under the various regulatory laws administered by this Department, such as the food and drugs act, the meat inspection act, seed importation act, insecticide act, etc. I will be glad if you will act as chairman of a committee, with the following members:

Mr. E. M. Clapp, of the Forest Service.
Prof. L. C. Corbett, Bureau of Plant Industry.
Mr. W. E. Jones, Office of the Solicitor.
Mr. T. S. Palmer, Biological Survey.
Mr. H. M. Loomis, Bureau of Chemistry.
Mr. C. D. Marlatt, Federal Horticultural Board.
Mr. J. K. Haywood, Insecticide and Fungicide Board.

to consider the advisability of such a publication by this Department, and to report to me thereon. If the committee is agreed that a publication of this character is desirable, recommendations should also be made as to its scope, form of issue, and method of preparation and distribution, etc.

(Signed) B. T. Galloway,
Acting Secretary.

Copy to each member of committee.

(COPY) jrc

File in book

DEPARTMENT OF AGRICULTURE,

OFFICE OF THE CHIEF CLERK,

WASHINGTON, D. C.

341

November 7, 1913.

4.0 33

To the Chiefs of Bureaus and Divisions:

Owing to the fact that Mr. I. P. Roosa, U. S. Dispatch Agent at New York, is often in doubt as to whether he should pay freight or express charges from point of shipment, on consignments arriving at the port of New York, to fill requisitions made on foreign dealers, special order dated December 15th, 1911, is hereby amended by the addition of the following words:

The officer forwarding the requisition to the Chief of the Supply Division, will state either on the face of it or in his letter of transmittal, whether the shipping charges are payable by the dealer or by this Department.

(Signed) R. M. Reese,

Chief Clerk.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE CHIEF CLERK

WASHINGTON, D. C.

November 7, 1913.

To the Chiefs of Bureaus and Divisions:

Owing to the fact that Mr. I. P. Roosa, U. S. Dispatch

Agent at New York, is often in doubt as to whether he should pay freight or express charges from point of shipment, on consignments arriving at the port of New York, to fill requisitions made on foreign dealers, special order dated December 15th, 1911, is hereby amended by the addition of the following words:

The officer forwarding the requisition to the Chief of the Supply Division, will state either on the face of it or in his letter of transmittal, whether the shipping charges are payable by the dealer or by this Department.

(Signed) R. M. Reese,

Chief Clerk.

November 12, 1913.

TO CHIEFS OF DIVISIONS AND OFFICES:

In view of recent instructions from the Secretary's Office it is absolutely necessary that all property turned in for condemnation and sale shall be handled through the property clerk of this bureau, Mr. Watson. Please be governed accordingly.

A. K. Melvin

Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ANIMAL INDUSTRY
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY"
AND REFER TO

-0-

November 12, 1918.

TO CHIEFS OF DIVISIONS AND OFFICES:

In view of recent instructions from the Secretary's Office
it is absolutely necessary that all property turned in for com-
bustion and sale shall be handled through the property clerk
of this bureau, Mr. Watson. Please be governed accordingly.

Chief of Bureau.

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

November 18, 1913.

Dr. A. D. Melvin, Chief,
Bureau of Animal Industry.

Dear Sir:

I quote below a letter just received from Mr. H. A. Merritt
Washington City Postmaster. Please take such action as is
possible without detriment to the public service to comply
with Mr. Merritt's request.

Very respectfully,

R. M. Reese
for Chief Clerk.

"The Chief Clerk of the Department of Agriculture.

Sir:

If not inconsistent with the public service, I beg leave
to request that the dispatch of supplies and official printed
matter from your Department, both ordinary and registered,
be curtailed to the minimum during the period from December
18 to 24, 1913, inclusive, to enable the employees of this
office to more satisfactorily cope with the Christmas business,
the amount of which I anticipate will be very heavy.

Very respectfully,

(Signed) H. A. Merritt

Postmaster.*

Please note and initial.

C.C. Carroll

Animal Husbandry *H.A.B.*
Biochemic *W.S.*
Pathology *J.E.M.*
Dairy *L.H.*
Supplies *W.H.*
Property *W.H.*

OFFICE OF THE POSTMASTER GENERAL.

Washington, D. C., November 19, 1915.

Hon. D. F. Houston,

Secretary of Agriculture.

My dear Secretary:

I earnestly seek your active cooperation in the effort to relieve the postal service of the burden imposed upon it by the senders of incompletely and improperly addressed mail.

Complaint is being received from postmasters throughout the country of imperfect addresses on the franked mail of Government Departments. These complaints recite imperfect impressions by addressographs as well as the failure to include in the addresses the street and number designations. Because of especially illegible impressions considerable mail cannot be delivered at all, and the supplying of street addresses entails an unwarranted expense on the postal service and results in delay in delivery.

The delivery of mail in the large cities is invariably delayed and frequently made impossible by the omission of the street number or the room number when addressed to an office building. The importance of supplying this detail is indicated by the fact that a recent count at the main post office in Chicago showed that of 465,750 pieces of first-class mail, 204,930 pieces, or 44%, were insufficiently or improperly addressed. To supply proper addresses on mail of this character through a search of the directories costs the Department in Chicago alone about \$75,000 annually, in addition to the expense of rehandling, forwarding and returning a large percentage of it.

The approach of the holiday season when the volume of mail handled becomes enormous emphasizes the grave importance of reducing this burden to the minimum. Will you not cause instructions to be issued to the mailing divisions of your Department directing the use of clearer cut stencils, a closer scrutiny of the pieces turned out from the machines, as well as the inclusion ~~stix~~ in the stencil of proper street numbers, etc.

Your cooperation in this matter will be of great value to this Department and will be reflected in the more prompt delivery of mail matter.

Very sincerely,

(signed) A. S. Burleson.

Postmaster General.

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

December 10, 1913.

Mr. C. C. Carroll, Chief Clerk,
Bureau of Animal Industry.

Dear Sir:

I take the liberty of calling your attention to the fact that on the 8th instant 9 unsealed letters from your Bureau were received at the city post office. They were sealed by an employee of the post office before dispatch.

Very respectfully,

R. M. B.
Chief Clerk.

M-O

12/10/13

Please note, initial, and return.

Animal Husbandry *W. H. N.*
Biochemistry *W. H. N.*
Dairy *Cory*
Field Inspection *W. H. N.*
Meat Inspection *W. H. N.*
Pathological *W. H. N.*
Quarantine *W. H. N.*
Zoological *W. H. N.*
Accounts *W. H. N.*

Property *W. H. N.*
Appointments *W. H. N.*
Supplies *W. H. N.*
File Room *W. H. N.*
Editorial *W. H. N.*

Department of Agriculture,

OFFICE OF CHIEF CLERK,

Washington, D. C.

January 3, 1914.

Mr. George M. Rommel
Dr. J. R. Mohler

Gentlemen:

I am directed by the Assistant Secretary to cause inquiry to be made into the Department stables, and for that purpose to select a committee to make a full report with recommendations.

With the concurrence of the Chief of the Bureau of Animal Industry I, therefore, request you to serve as such committee and to inquire fully into the condition and conduct of the Department stables. It seems to me your inquiry might deal with:

- (a) The physical condition of the stables.
- (b) Their cleanliness.
- (c) Ventilation.
- (d) Dampness, if any.
- (e) The handling, treatment, and feeding of the horses.
- (f) Their shoeing.
- (g) Whether or not the amount of work required of them is excessive.

These are merely suggestions and the Assistant Secretary, of course, will desire from you a report covering any facts you ascertain and embodying any recommendations which seem to you wise.

Very respectfully,

(Signed) R. M. Reese,

Chief Clerk.

R-L

File in Supp
U. S. DEPARTMENT OF AGRICULTURE.

ADVISORY COMMITTEE ON FINANCE.

416

February 12, 1914.

Interpretation of certain provisions of Memorandum No. 64, January 29, 1914, regarding per diem in lieu of subsistence for FRACTIONAL PART OF A DAY in response to questions submitted by the Assistant Chief of the Bureau of Chemistry in letter dated January 31, 1914.

+ + + + +

Question 1. The clause "for which expenses are incurred." Does this clause make it mandatory that an expense be incurred in order to be allowed a per diem? For example, if a man leaves Washington after supper for New York, is on the Pullman practically all night, for which the Government pays, would he be entitled to one-fourth of the per diem allowance?

Answer: If a traveler LEAVES HIS OFFICIAL STATION after supper, occupies a sleeping car berth, for which the Government pays, and arrives at his destination early the next morning, he is entitled to one-fourth of the per diem allowance for that night.

If a traveler ARRIVES AT HIS OFFICIAL STATION in the morning and has had breakfast enroute, he is entitled to one-fourth of the per diem allowance on that day; if he had no breakfast enroute on that day, he is not entitled to one-fourth of the per diem allowance.

Question 2. If he leaves his official station before supper and travels on the sleeper during the night, for which the Government pays, does he get one-half of the per diem allowance, or one-fourth of the per diem allowance?

Answer: Yes; if a traveler leaves his official station in the evening, has supper enroute, and travels on a sleeper during the night, for which the Government pays, he is entitled to one-half of the per diem allowance.

Question 3. If he leaves his official station between midnight and breakfast and travels on a Pullman, for which the Government pays, would he be entitled to one-fourth of the per diem allowance for that time? (Note that the next day begins with breakfast.)

February 12, 1955

Interpretation of certain provisions of Executive Order No. 64, January 22, 1951, regarding the issue of citizenship for "ALIEN" PART OF A DAY in response to questions submitted by the Ministry of Agriculture of Vietnam to the Bureau of Consular Affairs dated January 21, 1955.

Question 1. The clause "for which evidence was furnished" does this clause make it mandatory that an applicant be furnished in order to be admitted a passport for entry, if a man having Vietnamese blood support for his entry, is so the Bureau previously admitted, for which the Bureau would be entitled to one-half of the fee also submitted.

Answer: It is a matter of fact that his official station after supper, except for a sleeping arrangement, for which the Government pays, and arrives at his destination early the next morning, he is entitled to one-half of the fee also submitted for that night.

It is a matter of fact that he has official station in the morning and has not submitted evidence, he is entitled to one-half of the fee also submitted on that day; if he has no evidence submitted on that day, he is not entitled to one-half of the fee also submitted.

Question 2. If a man leaves his official station after supper and travels on the 24-hour train and night, for which the Government pays, does he get one-half of the fee also submitted, on one-half of the fee also submitted?

Answer: Yes. If a traveler leaves his official station in the evening, has supper and night, and travels on a 24-hour train, for which the Government pays, he is entitled to one-half of the fee also submitted.

Question 3. If a man leaves his official station between midnight and 12:00 noon on a 24-hour train, for which the Government pays, would he be entitled to one-half of the fee also submitted on that day? (Note: That the man is not a traveler.)

Answer: Yes; if a traveler leaves his official station between midnight and breakfast and travels on a sleeper, for which the Government pays, he is entitled to one-fourth of the per diem for that night. The Comptroller has held that such an expense is chargeable to the previous day and that the next day will begin with breakfast.

Question 4. If a traveler arrives at his official station late enough in the night to have used a Pullman that night, would he, for the period in the Pullman, receive one-fourth of the per diem allowance?

Answer: Yes; if he has actually occupied a sleeping car berth, for which the Government paid.

Respectfully submitted:

LEON M. ESTABROOK,

APPROVED:

B. T. GALLOWAY,
Acting Secretary.

Chairman,
Advisory Committee on Finance.

Answer: Yes; it is possible that his official position might
right and therefore not subject to a subpoena, for which the Government pays.
he is entitled to the benefit of the law for that night. The Government
or the whole situation, which is a subject of the previous day and that
the next day will begin with the next day.

Question: If a person is entitled to the official position, then
should be the right to have a subpoena issued for him, for the
purpose of the Government, in order to have him in the Government
Answer: Yes; it is possible that a subpoena might be issued for him, for
which the Government pays.

Respectfully submitted:

LEO M. WATKINS

Director,
Military Committee of the Senate

APPROVED:
S. T. GALLAGHER,
Acting Secretary

DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

March 14, 1914.

MEMORANDUM.

POLICY IN REGARD TO HANDLING THE HOG CHOLERA WORK UNDER
THE ACT APPROVED FEBRUARY 23, 1914.

1st. There will be established three major projects, as follows:

- (a) Experiment to demonstrate the practicability of eradicating hog cholera from selected sections of the country.

A definite area (one county) will be selected in each of about fifteen States. An attempt will be made to control or eradicate hog cholera from these areas. The Department of Agriculture will place qualified Inspectors with assistants in these areas and will furnish the serum required for the work. The States will be expected to cooperate by carrying on the needed educational work and survey, and by enforcing the necessary quarantine and sanitary regulations.

- (b) Supervision of private, and, where necessary, State serum plants, so as to protect farmers against the use of spurious and dangerous serums.

This project will be carried out entirely by the Department of Agriculture, and will consist in inspection of serum and virus plants doing business, the issuance of licenses to qualified establishments, the supervision of serum production in licensed establishments, the examination and testing of samples of serum and virus shipped interstate or offered for importation, and the collection of evidence bearing upon violations of the law under which this project is established.

Filing Book
DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON D. C.

424

March 16, 1914.

NOTICE REGARDING BALL PLAYING.

On Saturday, March 14, a messenger of this Department threw a baseball through a window of the telephone office, breaking the glass and narrowly missing an employee of the office. In view of the danger of breaking windows or the glass fronts of automobiles, as well as of injuring persons passing, this practice must be absolutely discontinued.

Ball playing of any description is prohibited on all parts of the reservation, except on the ball field lying east of the 13th Street roadway. Infractions of this ruling will hereafter be considered cause for recommending to the Secretary suspension from duty and pay for a substantial period. This applies to all employees of the Department.

Chiefs of bureaus, divisions and offices are requested to post this notice conspicuously and otherwise promulgate it to their employees.

Rm Reese

Chief Clerk.

DEPARTMENT OF AGRICULTURE.
OFFICE OF CHIEF CLERK.
WASHINGTON, D. C.

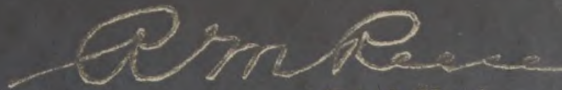
May 12, 1914.

OBTAINING SUPPLIES THROUGH THE SUPPLY DIVISION

It is believed that it will be to the advantage of the various bureaus, offices, and divisions of the Department to avail themselves more generally of the services of the Supply Division in procuring such stationery, office supplies, and miscellaneous materials as are purchased from the contingent fund of the Department and carried in stock by the Supply Division, the contingent fund to be reimbursed for such supplies by transfer settlement through the Treasury Department.

To facilitate the obtaining of supplies in this way a case has been placed in the Supply Division in which are displayed the various articles carried in stock. Bureau purchasing officers are invited to inspect these articles and to avail themselves freely of the opportunity to obtain supplies through the Supply Division. The Chief of the Supply Division can and does purchase in considerable quantities, thereby often securing the advantage of a discount, and this advantage accrues in turn to the bureaus availing themselves of the Supply Division's facilities. The advantage of discounts can be considerably extended if bureau purchasing officers will estimate their requirements in a given line for say three months in advance and notify the Chief of the Supply Division thereof in time for him to consolidate all such requirements in one order.

Attached hereto is a list of supplies carried in the Supply Division. This list will be reissued from time to time as new items are added.


Chief Clerk.

LIST OF SUPPLIES CARRIED IN SUPPLY DIVISION.

Artgum,
Band, rubber, #16, 18, 20,
30, 31, 32, 60, 62, 90,
Baskets, desk, palm,
Baskets, desk, wire,
Baskets, waste, willow,
Blotters, rocker,
Baskets, waste, wire,
Books, copy,
Books, Memorandum,
Books, Office Scratch,
Books, Record,
Books, Stenographers note,
Bon Ami,
Bottles, water cooler,
Brooms, corn, 4 & 6 string,
Brooms, whisk,
Brushes, floor,
Brushes, counter,
Brushes, paste,
Brushes, scrub,
Brushes, typewriter,
Buckets, Galv., 14 & 16 qt.

Cheesecloth,
Clips, Gem, No. 1,
Clips, Gem, No. 2,
Clips, Ideal, No. 1,
Clips, Ideal, No. 2,
Clips, Ideal, small,
Clips, letter,
Cotton, spool,
Cups, sponge,
Cuspidors, Aluminum,

Disinfectant,
Dishes, Soap,
Dust pans,

Envelopes, Manila,
Envelopes, White,
Eradicator, ink,
Erasers, Comet,
Erasers, rubber,
Erasers, steel,
Envelope openers,
Eyelets, Challenge,
Eyelets, Triumph,

Fasteners, Paper,
Files, Bill Upright, 6", 8",
Flash,
Folders, bone,

Glue, Army & Navy,

HOLDERS, Copy, Ideal,
Handles, mop,

Ink,
Inkstands, glass,
Inkstands, Sengbusch,

Matches, safety,
Machine, Hotchkiss,
Machine, Bumps, B,
Mops, 12#, 15#, 24#,
Mucilage, 2-oz. & qts.

Oil, typewriter,
Oilboard, 19"x24", 10"x12",
Oil cans, typewriter,
Pads, desk, stiff & flexible,
Pads, stamp, 2 $\frac{3}{4}$ "x4 $\frac{1}{2}$ ", 3 $\frac{1}{2}$ "x6",
Paper, blotting, white, green, blue,
Paper, carbon, 8x10 $\frac{1}{2}$ ", 8x12 $\frac{1}{2}$ ",
Paper, chrome yellow, 8x10 $\frac{1}{2}$ ",
Paper, fly,
Paper, foolscap,
Paper, manifold,
Paper, typewriter, 20#, 24#,
Paper, wrapping, 58#,
Paper, toilet, round & oval,
Paste,
Pencils, #2 & 3,
Penholders, assorted,
Pens, ruling,
Pens, Millers,
Pens, Estabrooks,
Pens, Spencerian,
Penracks, glass,
PEP, roach exterminator,
Pins, bank,
Pins, pyramid,

Racks, stamp, strip,
Receptacles, mucilage,
Ribbons, mucilage,
Rulers,

Shears, 6", 10",
Shields, eraser,
Soap, laundry,
Soap, white floating,
Soap, toilet,
Sponges, for cups,
Sprayers, for "PEP"
Staples, Hotchkiss,

Tablets,
Tacks, carpet,
Tacks, thumb,
Tape, adhesive,
Tape, red,
Towels, hand, 20x40, 14x20,
Traps, mouse & rat,
Tumblers,
Twine, soft & hard,

Wax, sealing,
Weights, paper, glass,

File in Dept Book

DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

~~438~~
437
May 12, 1914.

RINSING MILK BOTTLES.

Some employees of this Department who buy milk for consumption with their luncheons fail to rinse the empty bottles before returning them. Such bottles are not only unsightly in appearance while awaiting collection by milk dealers, but actual cases have been known where they have attracted roaches in considerable numbers. The Dairy Division is constantly advising consumers against the practice of returning empty milk bottles unrinsed.

The practice is not creditable to a Department which strictly regulates the quality of milk, buttermilk, and cream which may be sold to its employees, and is expected to maintain a high standard in all matters connected with the handling of milk. In the interest of cleanliness and to avoid possible criticism, employees, are therefore, directed to rinse all milk, buttermilk, and cream bottles as soon as they are empty, whether they are to be immediately returned or not.

Rm Reese

Chief Clerk.

File in Dept Book

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

~~439~~
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May 13, 1914.

TO THE CHIEFS
OF BUREAUS, DIVISIONS, AND OFFICES:

A Proclamation issued by the President of the United States on
May 9, 1914, is quoted below.

"BY THE PRESIDENT OF THE UNITED STATES OF AMERICA
A P R O C L A M A T I O N

order
holiday

WHEREAS, By a Joint Resolution approved May 8, "designating the second Sunday in May as Mother's Day, and for other purposes," the President is authorized and requested to issue a proclamation calling upon the government officials to display the United States flag on all government buildings, and the people of the United States to display the flag at their homes or other suitable places on the second Sunday in May as a public expression of our love and reverence for the mothers of our country;

AND WHEREAS, By the said Joint Resolution it is made the duty of the President to request the observance of the second Sunday in May as provided for in the said Joint Resolution;

Now, Therefore, I, Woodrow Wilson, President of the United States of America, by virtue of the authority vested in me and by the said Joint Resolution, do hereby direct the government officials to display the United States flag on all government buildings and do invite the people of the United States to display the flag at their homes or other suitable places on the second Sunday in May as a public expression of our love and reverence for the mothers of our country.

In witness whereof I have set my hand and caused the seal of the United States to be hereunto affixed.

Done at the city of Washington this ninth day of May, in the year of our Lord one thousand nine hundred and fourteen, and of the Independence of the United States one hundred and thirty-eight.

WOODROW WILSON

By the President:

WILLIAM JENNINGS BRYAN,
Secretary of State.

(SEAL)"

The contents of this information were transmitted to your office by telephone on the afternoon of May 9, and since it sets aside the second Sunday of May of each year as Mother's Day, it is requested that you promulgate it through your Bureau in the usual way.

R. M. Reese,

Chief Clerk.

o/bw

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

File in book

443

June 12, 1914.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

The following executive order by the President (No. 1962.),
dated June 9, 1914, is transmitted for your information:

"It is hereby ordered that from June 15th to September 15th of each year, until further notice, four hours, exclusive of time for luncheon, shall constitute a day's work on Saturdays for all clerks and other employees of the Federal Government, wherever employed; and all Executive or other orders in conflict herewith, except the Executive Order of April 4, 1908, relating to certain naval stations, are hereby revoked.

Provided, however, that this Order shall not apply to any bureau or office of the Government, or to any of the clerks or other employees thereof, that may for special public reasons be excepted therefrom by the head of the Department having supervision or control of such bureau or office, or where the same would be inconsistent with the provisions of existing law."

Respectfully,

Rm Reese
Chief Clerk.

Holiday

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

File in book
446
June 22, 1914.

PRIVATE USE OF OFFICIAL TELEPHONE.

By General Order No. 127 of September 24, 1908, the use of the official Department telephones for outgoing private messages was prohibited. In spite of this prohibition there is at present considerable use made of the official telephones by Department employees for their private, unofficial, outgoing messages. This practice noticeably interferes with the transmission of official messages, which alone tax the capacity of the telephone equipment to its utmost limit.

The attention of all employees is called to the fact that outgoing private messages must not be sent over official telephones. Public booths connected with the central telephone office in the city are conveniently located in Department buildings and outgoing private messages must be sent through these booths.

Important and necessary incoming private messages may be received as usual through the central office of the Department, and the officers of the different Bureaus, Divisions and Offices are especially charged by General Order 127 to see that this privilege is not abused.

Chief Clerks of Bureaus, Divisions and Offices are requested to bring this notice to the attention of all employees in their respective branches.

Rm Reese
Chief Clerk.

File in Dept Book

Sept 10 , 1914

457

Chiefs of Bureaus, Divisions , and Offices .

For your information the Acting Secretary has approved the following amendment to Paragraph 72 of the Administrative Regulations with reference to certificates of physicians on application for sick leave in excess of two days.

"However , in unusual cases other practitioners' certificates may be submitted , but the Department retains the right to pass upon the sufficiency of such certificates " .

This is intended to meet exigencies that may arise in unusual and extraordinary circumstances by reason of which the employees religious or other beliefs would cause him to hesitate to engage the services of a practicing doctor of medicine .

Very respectfully,

(signed) A . A . Ormsby,

Acting Chief Clerk.

TREASURY DEPARTMENT
EWM-D,

November 30, 1914.

Office of
Comptroller of the Treasury
In Replying Quote Initials
GRS

Mr. M. Sanger,
Disbursing Clerk,
Government Hospital for the Insane.

Sir:

I have your letter of November 25, 1914, requesting my decision whether a voucher therewith submitted, in favor of Miller, Clagett, & Company, for \$1991.89, covering the cost of certain supplies furnished the Government Hospital for the Insane during October, 1914, may properly be paid by you. Your doubt as to the propriety of making such payment is occasioned by the following circumstances:

Prior to July 1, 1914, Miller, Clagett & Company, in response to advertisement by the Secretary of the Treasury, act of June 17, 1910 (36 Stat., 531), submitted proposals for furnishing to the several government establishments and departments in Washington, as required during the fiscal year ending June 30, 1915, many classes and kinds of groceries, and on or about July 1, 1914, the Secretary of the Treasury accepted

their proposal as to many of the items bid to be furnished. Thereafter, printed schedules, showing them to be the authorized contractors for a large number of items of groceries such as beans, granulated sugar, etc., were prepared and sent to the several departments and to the successful bidders in due course, and during July, August, September and October, 1914, Miller, Clagett & Company were called upon to fill, and did fill without objection or complaint, many orders for supplies of the kinds they had proposed to furnish as and when required. Sometime after July 1, 1914, just when does not appear, formal contract embodying the agreement otherwise evidenced by the acceptance of their proposal, with bond intended to secure its proper performance, was sent them for execution, but this contract and bond, for reasons that do not appear, they have failed or refused to execute.

During October, 1914, the Government Hospital for the Insane ordered of them and they delivered supplies which at the rates named by them in their accepted proposal were worth \$1991.89, the face of the voucher now submitted. Owing to war and other conditions not foreseen apparently by the bidders when submitting their proposal, prices of groceries began rapidly to advance in October and November, 1914, so that Miller, Clagett & Company were unable, except at a loss, to fill the

orders given them, and since the latter part of October, they have absolutely declined to fill most of such orders. Owing to their failure in this regard the Government Hospital for the Insane has been obliged to go into the open market and purchase, at rates in excess of those given in the Miller, Clagett & Company's proposal, many items of supplies that said firm had proposed to furnish.

November 24, 1914, Miller, Clagett & Company, because of the delinquencies noted, were declared in default by the Secretary of the Treasury and all departments, etc., were instructed by him when in actual need of any of the supplies covered by said firm's proposal to purchase the same "in the open market by competitive bid," to keep an account of all purchases so made and of the excess prices paid thereunder and to report to said Secretary "the total indebtedness of such contractors" on account of the purchases made elsewhere because of their delinquency.

Whether or not the voucher submitted may properly be paid as presented depends, it will thus be seen, on whether Miller, Clagett & Company are properly chargeable, at this time, with the excess cost of supplies, which they had proposed, at stated prices, to furnish, that were purchased elsewhere because of their failure to furnish them when requested.

It is quite evident in this case, as in the case considered in the decision of this office dated September 17, 1914, that the parties intended that the agreement evidenced by the proposal and award should be later reduced to the form of a formal written contract. The facts evidencing such intention are the same as those relied upon in the case mentioned as proving such intent. But the intention of contracting parties may be gathered from their acts as well as from the language used by them in effecting contract relations, and the fact that this firm, after award was made to it, began to fill all orders given it by virtue of said award and continued to do so as long as it found it profitable so to do is sufficient indication, I think, that the parties themselves regarded and intended the proposal and acceptance to constitute a binding contract. The acceptance of the bidder's proposal either did or did not bind the parties and each of them, and the fact that the successful bidders, for some months, accepted the benefits as of a binding contract quite effectually estops them from now arguing that there was no contract in fact. On the facts of the case now appearing, I think it clear that the acceptance of Miller, Clagett & Company's proposal and the placing, acceptance and filling of orders thereunder constituted a good and

valid contract, binding alike on them and on the Government.

And when they failed to carry out the terms of the contract so made and refused to deliver, when requested, the supplies they had agreed to deliver, they became liable for the actual damage caused by such breach of agreement - in this case, the excess cost of like supplies bought elsewhere at the best prices obtainable. For supplies furnished by them in accordance with the contract, they are entitled to be paid at the rates named in their proposal, but from any sum due them on such account should first be deducted whatever damage their breach of contract as to the delivery of other supplies have caused the Government. Why should the Government pay them their full claim and then attempt to enforce its counterclaims by suit?

If, as I gather is the case, the Government Hospital for the Insane has, because of their default, been obliged to buy supplies at increased prices, payment of the amount of this voucher should be withheld until the liability of the contractor to the Government has been properly and finally determined. Accordingly, you are advised that the voucher should not now be paid.

Respectfully,

Geo. E. Downey,

Comptroller.

File in Dept book

U. S. DEPARTMENT OF LABOR
BUREAU OF IMMIGRATION
DIVISION OF INFORMATION
WASHINGTON

481

IN ANSWERING REFER TO

No. 525

January 8, 1915.

To all officers of the Department of Agriculture:

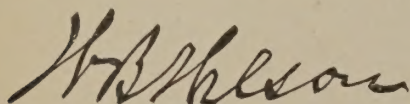
The Post Office Department and the Department of Agriculture are cooperating with the Department of Labor in aid of the plan for the employment and distribution of laborers in the United States; the former through its postmasters, officers in charge of branch post offices, and rural mail carriers; and the latter through its field and other services throughout the United States, among which you are numbered.

The purpose of this plan is to supply labor where required in every section of the Republic, and your assistance is respectfully solicited. Communications from you concerning the necessity for workers in the locality in which you reside and the vicinity thereof are especially desired. The Department of Labor will appreciate your efforts in notifying farmers and other employers of labor in your neighborhood of the inauguration by said Department, with the cooperation of the Departments above mentioned, of a plan to furnish farm or other labor at all seasons of the year.

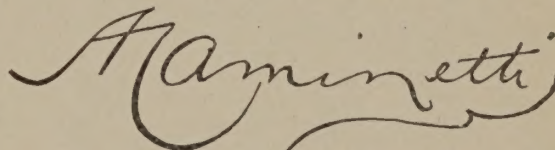
In order to enable you to advise both prospective employers and employees desiring to avail themselves of the opportunities presented by said plan, the following explanation of the methods adopted may be of service: Blanks for use of employers desiring help and for persons seeking employment may be had on request from the postmaster, or officer in charge of any branch post office, or rural mail carrier. All application blanks when filled out and signed should be folded and returned to the postmaster or other officers mentioned, whereupon they will be forwarded to the proper officer of the Department of Labor, where they will receive special and prompt attention. When thus returned no postage will be required; otherwise the usual postage will be necessary.

Respectfully,

Approved:



Secretary of Labor.



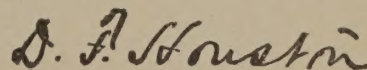
Commissioner General of Immigration.

To all officers of the Department of Agriculture:

You are hereby notified that the Department of Agriculture is cooperating with the Department of Labor in aid of its plan for the employment and distribution of laborers in the United States.

Therefore you are hereby authorized and directed to comply with the foregoing request approved by the Secretary of Labor.

Future general instructions, which when issued you are requested to follow, will be printed in the Weekly News Letter.



Secretary of Agriculture.

IN TREATMENT OF LACER

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Executive Order

Conditions of Employment

By virtue of the authority vested in me it is hereby ordered:

1. Pursuant to the provision contained in paragraph 17 of the Executive Order of February 2, 1914 fixing the conditions of employment governing employees of The Panama Canal and the Panama Railroad Company on the Isthmus of Panama, a charge will be made for rent, fuel and electric current on and after March 1, 1915.

Rent.

2. The rental will be based on a percentage of the value of the quarters occupied, the rate percentage to be the same for all quarters, and the value of the quarters to be appraised by the Governor of The Panama Canal. The amount to be collected should be sufficient to defray the cost of maintenance of the quarters and grounds, maintenance and renewal of furniture, collection and disposal of garbage, and for bachelor quarters janitor service. No charge will be made for water.

Fuel.

3. Fuel will be sold to employees at cost delivered at quarters.

Electric Current.

4. The charge for electric current will be based on the cost of the current delivered to the quarters. When practicable the current used will be measured by meters; otherwise a charge will be made for each lamp or other device installed.

5. Where employees for the good of the service are required to live in certain designated quarters, one-half the rental will be remitted.

6. When an officer of the Army or Navy is detailed for duty with The Panama Canal, and the amount of extra compensation of the position he occupies over and above his official salary as an officer of the Army or Navy is not sufficient to cover his rent, he will not be charged for rent, but will receive no extra compensation.

7. The Governor of The Panama Canal is charged with the duty of issuing such instructions as may be necessary to carry out this order and to fix and change from time to time if necessary the rates and charges herein outlined subject to the general instructions provided.

8. The free use of quarters, free fuel and free electric current are not, under the conditions of employment now governing, a vested or contract right of employees but revocable privileges, which it has been considered advisable to continue until the permanent force was organized. The revocation of these privileges shall not be made the basis for increasing salaries or wages or otherwise increasing compensation.

WOODROW WILSON

THE WHITE HOUSE,
15 January, 1915.

[No. 2120.]

File in Book

DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

485

February 8, 1915.

TO CHIEF OF BUREAUS, DIVISIONS, AND OFFICES:

The Department's plant for generating electricity is now running at its full capacity. An economic use of the current is imperative. Please instruct all employees of your bureau to use the electric lights and fans only when necessary and to turn them off when not in use. This is particularly important in leaving the offices in the afternoon, but should also be done during the day when employees leave the rooms temporarily.

It is noted that charwomen using the lights in the early morning frequently leave them burning after finishing the cleaning of a room or a suite of rooms. Kindly instruct them to extinguish the lights in each room as fast as they complete their work therein.

Respectfully,

Rm Reese

Chief Clerk.

THE SECRETARY

TO THE SECRETARY OF THE ARMY

The following is a list of the names of the officers who have been promoted to the rank of Major General in the United States Army during the year 1914. The names are listed in alphabetical order of their last names. The names of the officers who have been promoted to the rank of Major General in the United States Army during the year 1914 are: [illegible text]

Respectfully,
[illegible signature]

Very truly yours,
[illegible signature]

File in Dept Book

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF CHIEF CLERK,
Washington, D. C.

4.027.9
FEB 9 1915
Ans'd
Sig.
486

February 9, 1915.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

Holiday

By direction of the Secretary I have to advise you that all employees of your bureau who are veterans or members of the Army and Navy Union may be excused from duty on the afternoon of February 15 for the purpose of attending the Maine Memorial exercises, provided they can be spared without detriment to the service.

Very respectfully,

R. M. Reese

Chief Clerk.

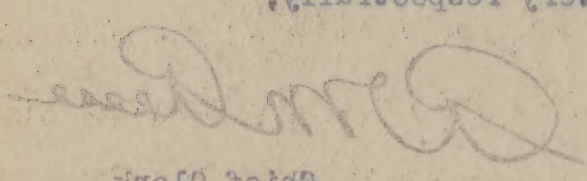
Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

February 9, 1915.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

By direction of the Secretary I have to advise you that all employees of your bureau who are veterans or members of the Army and Navy Union may be excused from duty on the afternoon of February 12 for the purpose of attending the Maine Memorial exercises, provided they can be spared without detriment to the service.

Very respectfully,


Chief Clerk.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

March 8, 1915
ADDRESS REPLY TO "CHIEF OF
BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO

JHC-JMS

February 11, 1915.

TO CHIEFS OF DIVISIONS AND OFFICES:

By direction of the Secretary, all employees who are veterans or members of the Army and Navy Union may be excused from duty on the afternoon of February 15 for the purpose of attending the Amine Memorial exercises, provided they can be spared without detriment to the service.

E. B. Carroll

Chief Clerk.

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF ANIMAL INDUSTRY
WASHINGTON, D. C.

ADDRESS REPLY TO "CHIEF OF
BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO

REC-125

February 11, 1919.

My attention is directed to the fact that you have
indicated in your letter the desirability of making
such a change in the present of the Bureau of
Animal Industry, provided

RE CHIEF OF DIVISION AND OFFICE

In addition to the Secretary, all employees who are
as members of the staff may be removed from duty on
the statement of necessity in the purpose of restoring the
normal condition, provided they can be given proper
to the service.

L. B. Nichols

Chief Clerk

File in Dept Book

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.

March 3, 1915.

489

TO CHIEF CLERKS OF
BUREAUS, DIVISIONS, AND OFFICES:

Electricity

Enclosed herewith is a copy of memorandum dated March 1, 1915, approved by the Secretary, which is self-explanatory. The Chief Engineer will take up with you any instances he may find of faulty installation in buildings occupied by your branch of the Department.

Very truly yours,

R. M. REESE

Chief Clerk.

Department of Agriculture
OFFICE OF CHIEF CLERK
Washington, D. C.

March 2, 1915.

TO CHIEF CLERKS OF
BUREAUS, DIVISIONS, AND OFFICES:

Enclosed herewith is a copy of memorandum dated March 1,
1915, approved by the Secretary, which is self-explanatory.
The Chief Engineer will take up with you any instances he may
find of faulty installation in buildings occupied by your
branch of the Department.

Very truly yours,

R. M. HENGE

Chief Clerk.

File in Dept. Clerk

DEPARTMENT OF AGRICULTURE
OFFICE OF CHIEF CLERK
WASHINGTON, D. C.

497

March 30, 1915.

TO CHIEFS OF BUREAUS, DIVISIONS, AND OFFICES:

At a meeting of the Advisory Committee on Finance and Business Methods, held March 29, 1915, it was the unanimous opinion of the Committee that the original copies of all outgoing telegrams which are sent through the Department telegrapher in the Main Building should be forwarded by him to the telegraph companies transmitting the same, to be attached by them to their monthly accounts. This is in accordance with the practice in all other Departments of the Government in Washington and it will have the advantage of enabling the Bureaus to check the monthly telegraph vouchers against the original messages in the administrative examination of the accounts.

You are therefore respectfully requested to submit all telegrams in duplicate beginning with April 1, 1915, the carbon copies to be retained by the telegrapher.

This change in procedure does not apply to the Forest Service or the Weather Bureau.

Very respectfully,

Rm Reese

Chief Clerk.

APPENDIX D

Table of rates for telegrams
prescribed by the Postmaster General.

APPENDIX

Table of rates for telegrams
transmitted by the Government

RATES FOR TELEGRAMS.

Table showing tolls for twenty words and multiples of twenty together with tolls for additional words.

Number of words.	Day Messages.					Night Messages.	
	When rate is 20c.	When rate is 25c.	When rate is 30c.	When rate is 35c.	When rate is 40c.	When rate is 20, 25 or 30c.	When rate is 35 or 40c.
20 words	\$0.20	\$0.25	\$0.30	\$0.35	\$0.40	\$0.15	\$0.25
40 words	.40	.50	.60	.70	.80	.35	.45
60 words	.60	.75	.90	1.05	1.20	.55	.65
80 words	.80	1.00	1.20	1.40	1.60	.75	.85
100 words	1.00	1.25	1.50	1.75	2.00	.95	1.05
200 words	2.00	2.50	3.00	3.50	4.00	1.95	2.05
300 words	3.00	3.75	4.50	5.25	6.00	2.95	3.05
400 words	4.00	5.00	6.00	7.00	8.00	3.95	4.05
500 words	5.00	6.25	7.50	8.75	10.00	4.95	5.05
Additional words.							
1	.01	.01	.02	.02	.02	.01	.01
2	.02	.03	.03	.04	.04	.02	.02
3	.03	.04	.05	.05	.06	.03	.03
4	.04	.05	.06	.07	.08	.04	.04
5	.05	.06	.08	.09	.10	.05	.05
6	.06	.08	.09	.11	.12	.06	.06
7	.07	.09	.11	.12	.14	.07	.07
8	.08	.10	.12	.14	.16	.08	.08
9	.09	.11	.14	.16	.18	.09	.09
10	.10	.13	.15	.18	.20	.10	.10
11	.11	.14	.17	.19	.22	.11	.11
12	.12	.15	.18	.21	.24	.12	.12
13	.13	.16	.20	.23	.26	.13	.13
14	.14	.18	.21	.25	.28	.14	.14
15	.15	.19	.23	.26	.30	.15	.15
16	.16	.20	.24	.28	.32	.16	.16
17	.17	.21	.26	.30	.34	.17	.17
18	.18	.23	.27	.32	.36	.18	.18
19	.19	.24	.29	.33	.38	.19	.19

TABLE OF DAY RATES FOR UNITED STATES GOVERNMENT TELEGRAPH
MESSAGES OF TWENTY WORDS OR LESS, COUNTING ADDRESS, BY WORDS, AND SIGNATURE.

-7-

	Ala	Ari	Ark	Cal	Col	Con	Del	D	C	Fla	Ga	Ida	Ill	Ind	Ia	Kan	Ky	La	Me	Md	Mas	Mic	Min	Mis	Mo
	z				n															s	h	n	s		
Alabama	20	30	20	40	25	25	20	20	20	20	20	35	20	20	20	20	20	20	25	20	25	20	25	20	20
Arizona	30	20	25	20	25	40	40	35	30	30	25	30	30	30	25	30	25	40	40	40	35	30	25	30	30
Arkansas	20	25	20	35	20	25	25	25	20	20	30	20	20	20	20	20	20	30	25	25	20	20	20	20	20
California	40	20	35	20	25	40	40	40	40	40	25	35	35	30	30	35	35	40	40	40	35	30	35	30	30
Colorado	25	25	20	25	20	30	30	30	30	25	20	20	25	20	20	25	25	35	30	35	25	20	25	20	20
Connecticut	25	40	25	40	30	20	20	20	25	20	40	25	20	25	25	20	30	20	20	20	20	25	25	25	25
Delaware	20	40	25	40	30	20	20	20	20	20	40	20	20	25	25	20	25	20	20	20	20	25	25	25	25
D. C.	20	35	25	40	30	20	20	20	20	20	40	20	20	25	25	20	25	20	20	20	20	25	25	25	25
Florida	20	30	20	40	30	25	20	20	20	20	35	20	20	25	25	20	20	25	20	25	25	25	20	20	20
Georgia	20	30	20	40	25	20	20	20	20	20	35	20	20	20	20	20	20	25	20	25	20	25	20	20	20
Idaho	35	25	30	25	20	40	40	40	35	35	20	30	30	25	25	35	35	40	40	40	35	30	35	30	30
Illinois	20	30	20	35	20	25	20	20	20	20	30	20	20	20	20	20	20	20	25	20	25	20	20	20	20
Indiana	20	30	20	35	25	20	20	20	20	20	30	20	20	20	20	20	20	25	20	20	20	20	20	20	20
Iowa	20	30	20	30	20	25	25	25	25	20	25	20	20	20	20	20	25	30	25	25	20	20	20	20	20
Kansas	20	25	20	30	20	25	25	25	25	20	25	20	20	20	20	20	20	30	25	30	20	20	20	20	20
Kentucky	20	30	20	35	25	20	20	20	20	20	35	20	20	20	20	20	20	25	20	25	20	20	20	20	20
Louisiana	20	25	20	35	25	30	25	25	20	20	35	20	20	25	20	20	20	30	25	30	25	25	20	20	20
Maine	25	40	30	40	35	20	20	20	25	25	40	25	25	30	30	25	30	20	20	20	20	25	30	25	25
Maryland	20	40	25	40	30	20	20	20	20	20	40	20	20	25	25	20	25	20	20	20	20	25	25	25	25
Massachusetts	25	40	25	40	35	20	20	20	25	25	40	25	20	25	30	25	30	20	20	20	20	25	25	25	25
Michigan	20	35	20	35	25	20	20	20	25	20	35	20	20	20	20	20	25	20	20	20	20	20	20	20	20
Minnesota	25	30	20	30	20	25	25	25	25	25	30	20	20	20	20	20	25	25	25	25	20	20	25	20	20
Mississippi	20	25	20	35	25	25	25	25	20	20	35	20	20	20	20	20	20	30	25	25	20	25	20	20	20
Missouri	20	30	20	30	20	25	25	25	20	20	30	20	20	20	20	20	20	25	25	25	20	20	20	20	20
Montana	35	25	30	25	20	35	35	35	35	35	20	30	30	25	25	30	35	35	35	35	30	25	30	25	25
Nebraska	20	25	20	30	20	25	25	25	25	25	25	20	20	20	20	20	20	30	25	30	20	20	20	20	20
Nevada	35	20	35	20	25	40	40	40	40	40	20	35	35	30	30	35	35	40	40	40	35	30	35	30	30
New Hampshire	25	40	25	40	35	20	20	20	25	25	40	25	20	25	25	25	30	20	20	20	20	25	25	25	25
New Jersey	20	40	25	40	30	20	20	20	25	20	40	20	20	25	25	20	25	20	20	20	20	25	25	25	25
New Mexico	25	20	20	25	20	35	35	30	30	30	25	25	25	25	20	25	25	35	35	35	30	25	25	25	25
New York	25	40	25	40	30	20	20	20	25	25	40	20	20	25	25	20	30	20	20	20	20	25	25	25	25
North Carolina	20	35	20	40	30	20	20	20	20	20	40	20	20	25	25	20	20	20	20	20	20	25	20	25	25
North Dakota	30	30	25	30	20	30	30	30	30	30	25	20	25	20	20	25	30	30	30	30	25	20	25	20	20
Ohio	20	35	20	35	25	20	20	20	20	20	35	20	20	20	20	20	20	20	20	20	20	20	20	20	20
Oklahoma	20	25	20	35	20	30	30	25	25	20	30	20	20	20	20	20	20	30	25	30	25	20	20	20	20
Oregon	40	25	35	20	25	40	40	40	40	40	20	35	35	30	30	40	40	40	40	40	35	30	40	35	35
Pennsylvania	20	35	25	40	30	20	20	20	20	20	40	20	20	25	25	20	25	20	20	20	20	25	25	20	20
Rhode Island	25	40	25	40	35	20	20	20	25	25	40	25	20	25	30	25	30	20	20	20	20	25	25	25	25
South Carolina	20	35	20	40	30	20	20	20	20	20	40	20	20	25	25	20	20	25	20	20	20	25	20	20	20
South Dakota	25	30	25	30	20	30	30	30	30	25	25	20	20	20	20	25	25	30	30	30	20	20	25	20	20
Tennessee	20	30	20	35	25	25	20	20	20	20	35	20	20	20	20	20	20	25	20	25	20	20	20	20	20
Texas	20	25	20	30	20	30	30	30	20	20	30	20	25	20	20	25	20	35	30	30	25	25	20	20	20
Utah	30	20	25	20	20	35	35	35	35	35	20	25	30	25	25	30	30	40	35	35	30	25	30	25	25
Vermont	25	40	25	40	30	20	20	20	25	25	40	25	20	25	25	20	30	20	20	20	20	25	30	25	25
Virginia	20	35	25	40	30	20	20	20	20	20	40	20	20	25	25	20	25	20	20	20	20	25	20	25	25
Washington	40	30	35	20	25	40	40	40	40	40	20	35	40	30	30	40	40	40	40	40	40	30	40	35	35
West Virginia	20	35	20	40	25	20	20	20	20	20	35	20	20	20	20	20	25	20	20	20	20	20	20	20	20
Wisconsin	20	30	20	35	20	25	20	20	25	20	30	20	20	20	20	20	20	25	20	25	20	20	20	20	20
Wyoming	25	25	25	25	20	30	30	30	30	30	20	20	25	20	20	25	25	35	30	30	25	20	25	20	20

TABLE OF DAY RATES FOR UNITED STATES GOVERNMENT TELEGRAPH
 MESSAGES OF TWENTY WORDS OR LESS, COUNTING ADDRESS, BY WORDS, AND SIGNATURE.

-8-

	Mont	Neb	Neu	NH	NJ	NM	NY	NC	ND	O.	Okla	Ore	Pa	RI	SC	SD	Tenn	Tex	Utah	Vt	Va	Was	WVa	Wis	Wyo
Alabama	35	20	35	25	20	25	25	20	30	20	20	40	20	25	20	25	20	20	30	25	20	40	20	20	25
Arizona	25	25	20	40	40	20	40	35	30	35	25	25	35	40	35	30	30	25	20	40	35	30	35	30	25
Kansas	30	20	35	25	25	20	25	20	25	20	20	35	25	25	20	25	20	20	25	25	25	35	20	20	25
California	25	30	20	40	40	25	40	40	30	35	30	20	40	40	40	30	35	30	20	40	40	20	40	35	25
Colorado	20	20	25	35	30	20	30	30	20	25	20	25	30	35	30	20	25	20	20	30	30	25	25	20	20
Connecticut	35	25	40	20	20	35	20	20	30	20	30	40	20	20	20	30	25	30	35	20	20	40	20	25	30
Delaware	35	25	40	20	20	35	20	20	30	20	30	40	20	20	20	30	20	30	35	20	20	40	20	20	30
D. C.	35	25	40	20	20	30	20	20	30	20	25	40	20	20	20	30	20	30	35	20	20	40	20	20	30
Florida	35	25	40	25	25	30	25	20	30	20	25	40	20	25	20	30	20	20	35	25	20	40	20	25	30
Georgia	35	25	40	25	20	30	25	20	30	20	20	40	20	25	20	25	20	20	35	25	20	40	20	20	30
Idaho	20	25	20	40	40	25	40	40	25	35	30	20	40	40	40	25	35	30	20	40	40	20	35	30	20
Illinois	30	20	35	25	20	25	20	20	20	20	20	35	20	25	20	20	20	20	25	25	20	35	20	20	20
Indiana	30	20	35	20	20	25	20	20	25	20	20	35	20	20	20	20	20	25	30	20	20	40	20	20	25
Iowa	25	20	30	25	25	25	25	25	20	20	20	30	25	25	25	20	20	20	25	25	25	30	20	20	20
Kansas	25	20	30	25	25	20	25	25	20	20	20	30	25	30	25	20	20	20	25	25	25	30	20	20	20
Kentucky	30	20	35	25	20	25	20	20	25	20	20	40	20	25	20	25	20	25	30	20	20	40	20	20	25
Louisiana	35	20	35	30	25	25	30	20	30	20	20	40	25	30	20	25	20	20	30	30	25	40	25	20	25
Maine	35	30	40	20	20	35	20	20	30	20	30	40	20	20	25	30	25	35	40	20	20	40	20	25	35
Maryland	35	25	40	20	20	35	20	20	30	20	25	40	20	20	20	30	20	30	35	20	20	40	20	20	30
Massachusetts	35	30	40	20	20	35	20	20	30	20	30	40	20	20	20	30	25	30	35	20	20	40	20	25	30
Michigan	30	20	35	20	20	30	20	20	25	20	25	35	20	20	20	20	20	25	30	20	20	40	20	20	25
Minnesota	25	20	30	25	25	25	25	25	20	20	20	30	25	25	25	20	20	25	25	25	25	30	20	20	20
Mississippi	30	20	35	25	25	25	25	20	25	20	20	40	25	25	20	25	20	20	30	30	20	40	20	20	25
Missouri	25	20	30	25	25	25	25	25	20	20	20	35	20	25	20	20	20	20	25	25	25	35	20	20	20
Montana	20	25	25	35	35	25	35	35	20	30	25	20	35	35	35	20	30	30	20	35	35	20	30	25	20
Nebraska	25	20	30	30	25	20	25	25	20	20	20	30	25	30	25	20	20	20	20	25	25	30	20	20	20
Nevada	25	30	20	40	40	25	40	40	30	35	30	20	40	40	40	30	35	35	20	40	40	20	35	30	25
New Hampshire	35	30	40	20	20	35	20	20	30	20	30	40	20	20	20	30	25	30	40	20	20	40	20	25	30
New Jersey	35	25	40	20	20	35	20	20	30	20	30	40	20	20	20	30	20	30	35	20	20	40	20	20	30
New Mexico	25	20	25	35	35	20	35	35	25	30	20	30	30	35	30	20	25	20	20	35	30	30	30	25	20
New York	35	25	40	20	20	35	20	20	30	20	30	40	20	20	20	30	25	30	35	20	20	40	20	20	30
North Carolina	35	25	40	20	20	35	20	20	30	20	25	40	20	20	20	30	20	25	35	20	20	40	20	25	30
North Dakota	20	20	30	30	30	25	30	30	20	25	25	25	30	30	30	20	25	25	25	30	30	25	25	20	20
Ohio	30	20	35	20	20	30	20	20	25	20	20	40	20	20	20	25	20	25	30	20	20	35	20	20	25
Oklahoma	25	20	30	30	30	20	30	25	25	20	20	35	25	30	25	20	20	20	25	30	25	35	25	20	20
Oregon	20	30	20	40	40	30	40	40	25	40	35	20	40	40	40	30	40	35	20	40	40	20	40	35	25
Pennsylvania	35	25	40	20	20	30	20	20	30	20	25	40	20	20	20	25	20	30	35	20	20	40	20	20	30
Rhode Island	35	30	40	20	20	35	20	20	30	20	30	40	20	20	20	30	25	30	40	20	20	40	20	25	30
South Carolina	35	25	40	20	20	30	20	20	30	20	25	40	20	20	20	30	20	25	35	25	20	40	20	20	30
South Dakota	20	20	30	30	30	20	30	30	20	25	20	30	25	30	30	20	25	25	25	30	30	30	25	20	20
Tennessee	30	20	35	25	20	25	25	20	25	20	20	40	20	25	20	25	20	20	30	25	20	40	20	20	25
Texas	30	20	35	30	30	20	30	25	25	25	20	35	30	30	25	25	20	20	25	30	30	35	25	25	25
Utah	20	20	20	40	35	20	35	35	25	30	25	20	35	40	35	25	30	25	20	35	35	25	30	25	20
Vermont	35	25	40	20	20	35	20	20	30	20	30	40	20	20	25	30	25	30	35	20	20	40	20	25	30
Virginia	35	25	40	20	20	30	20	20	30	20	25	40	20	20	20	30	20	30	35	20	20	40	20	20	30
Washington	20	30	20	40	40	30	40	40	25	35	35	20	40	40	40	30	40	35	25	40	40	20	40	35	25
West Virginia	30	20	35	20	20	30	20	20	25	20	25	40	20	20	20	25	20	25	30	20	20	40	20	20	25
Wisconsin	25	20	30	25	20	25	20	25	20	20	20	35	20	25	20	20	20	25	25	25	20	35	20	20	20
Wyoming	20	20	25	30	30	20	30	30	20	25	20	25	30	30	30	20	25	25	20	30	30	25	25	20	20

D. A. Houston

Secretary



A. E. Newman

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO

JRC-FPC

April 14, 1915.

CHIEFS OF DIVISIONS AND OFFICES:

Referring to Department Memorandum No. 131 dated April 6 arrangements have been made whereby the weekly news letter will hereafter be distributed to the personnel in Washington in bulk instead of a copy being addressed to each employee. Therefore when the supply reaches your division of office you will please see that a copy is delivered to each of the persons under your supervision. Field employees will be supplied through the mails.

J. R. Mohler
Acting Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO

120-100

April 14, 1915.

CHIEF OF DIVISION AND OFFICES:

Referring to Department Memorandum No. 181 dated April

6 arrangements have been made whereby the weekly news letter

will hereafter be distributed to the personnel in Washington

in bulk instead of a copy being addressed to each employee.

Therefore when the supply reaches your division or office you

will please see that a copy is delivered to each of the persons

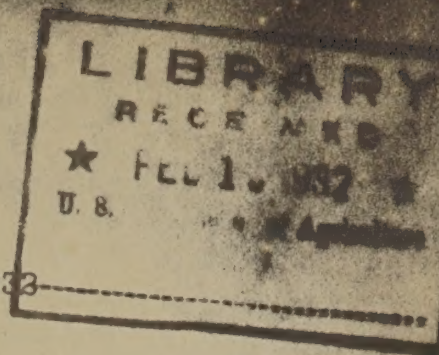
under your supervision. Field employees will be supplied through

the mails.

Acting Chief of Bureau.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



February 5, 1932

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES.

Many officials of the Department have, from time to time, told me they would like to have an opportunity to meet with members of the Federal Farm Board, to secure an intimate picture of what progress has been made under the Agricultural Marketing Act. I extended an invitation to the Board and arrangements have now been made for just such a series of meetings.

On February 10th at 10 A.M. Chairman Stone will meet with us in the conference room of the Administration Building. He will sketch informally and in broad outline what the Board has done and will state frankly what the Board hopes to do in the future. On succeeding days discussions will deal with specific commodities or groups of commodities. A program of the meetings is attached.

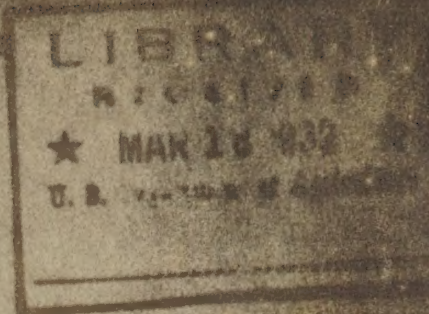
All of these meetings will be informal and Department people are invited to ask questions and to enter into the discussions.

Unfortunately the Department's conference room will accommodate only about 110 persons. I think it is important that the key officials, who wish to be thoroughly familiar with the Board's work, be given the first opportunity to attend. Consequently, as soon as you have considered this matter, I wish you would notify my office by telephone how many employees of your bureau will attend the meetings. If the total number exceeds the capacity of the conference room, some adjustments may have to be made. Naturally some bureaus of the Department will be much more interested than others. For instance from the Bureau of Agricultural Economics a large delegation no doubt will wish to attend.

Sincerely yours,

Arthur Hyde
Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



February 25, 1932.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

The U.S.D.A.--Farm Board meeting at 10 a. m. on Friday, February 26 will give Department officials an unusual opportunity to secure information about the cooperative marketing of wool and mohair. In addition to Mr. Denman and Mr. Randell, who will lead the discussion, the meeting will be attended by Judge L. W. Elliott, executive vice-president of the National Wool Marketing Corporation; Mr. Paul Draper, general sales manager of the corporation; and by seven members of the National Wool and Mohair Advisory Committee.

The final meeting of the current series is scheduled for Monday, February 29 -- dairy and poultry marketing.

Yours very truly,

Arthur H. Hyde
Secretary.

U. S. D. A. -- FARM BOARD CONFERENCES

SUBJECT	DAY	DATE	HOUR	BOARD MEMBERS	SECTION HEADS
General	Wed.	Feb. 10	10 A.M.	Mr. Stone	
Livestock (Nat. Livestock Mktg. Assn.)	Thurs.	Feb. 11	"	Mr. Denman	Mr. Randell
Pecans and Peanuts (Nat. Pecan Mktg. Assn.)	Mon.	Feb. 15	"	Mr. Wilson	Mr. Gardner
Grain (Farmers Nat. Grain Corp.)	Wed.	Feb. 17	"	Mr. Thompson	Mr. Bell
Dairy & Poultry (Regionals)	Fri.	Feb. 19	"	Mr. Shilling	Mr. Willardson Mr. Stitts
Fruits and Vegetables (Nat. Fruit & Veg. Exchange, Inc.)	Wed.	Feb. 24	"	Mr. Evans Mr. Wilson	Mr. Gardner
Wool (Nat. Wool Mktg. Corp.)	Fri.	Feb. 26	"	Mr. Denman	Mr. Randell
Cotton (Am. Cotton Coop. Assn.) (Staple Cotton Coop. Assn.)	Tue.	Mar. 1	"	Mr. Williams	Mr. Fetrow

DATE

June 5, 1935

CROSS REFERENCE NUMBER

TITLE: Report of the Secretary's Committee on Soil Conservation

SUMMARY:

NATURE OF MATERIAL:

SOURCE:

FILED:

U.S.D.A. Library: 1.9, AG 86M
Archives - Secretary's Files
Committees 2
Aug. 11, 1937



DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

June 6, 1935.

MEMORANDUM FOR MR. H. H. BENNETT, CHIEF
Soil Conservation Service

RECEIVED
★ OCT 11 1937 ★
U. S. Department of Agriculture

Dear Mr. Bennett:

I have today approved the report on soil conservation work in the Department of Agriculture and cooperating State agencies, prepared and submitted by the interbureau committee which I appointed sometime ago. Members of the Soil Conservation Service and of other bureaus of the Department should study it with considerable care and henceforth be governed by the basic principles it lays down.

No doubt some of the policies and procedures now established will have to be changed in the light of additional experience. I shall, of course, be glad to consider proposed modifications.

The report recommends the creation of several permanent coordinating committees; these will be:

- (1) To correlate the contracts and contractual procedures of the Soil Conservation Service and the Agricultural Adjustment Administration within soil conservation areas and to foster cooperation in other respects between these two agencies--

H. R. Tolley, Agricultural Adjustment Administration
H. H. Bennett, Soil Conservation Service
Roy Hendrickson, Secretary's Office

- (2) To work out the details of cooperation between the Soil Conservation Service, research bureaus of the Department, and State research agencies upon the submission of specific research projects by the Soil Conservation Service, or when revisions are necessary--

J. T. Jardine, Office of Experiment Stations
W. C. Lowdermilk, Soil Conservation Service
M. S. Eisenhower, Secretary's Office

- (3) To maintain cooperation with other Federal agencies—

M. L. Wilson, Assistant Secretary of Agriculture
* _____, Department of the Interior
* _____, Resettlement Administration
* _____, Tennessee Valley Authority

I find that one thought persists throughout the whole report: Soil erosion control, to be effective, permanent, and economically feasible, involves more than the use of vegetative and engineering methods. It involves also general land-use planning, proper crop rotations, controlled livestock grazing, and the application of other sound farm-management practices. Hence practically every branch of the Department is concerned, should be called on, and should cooperate at all times in shaping and carrying forward a practicable program.

Furthermore, most branches of the Department of Agriculture are closely allied with the State colleges, experiment stations, and extension services. The Department's actual contact with the individual farmer is through these agencies. Consequently, a major portion of the cooperative relationships must be maintained in the field. For this reason the committee recommends that in each State there be set up a State Soil Conservation Advisory Committee to aid in the planning, extension, and technical phases of the erosion control program. The nucleus of each State Advisory Committee will be the State Coordinator of Conservation, the State Director of Extension, and the Director of the State Experiment Station; in some States the heads of other State agencies should be on the advisory committee.

I shall be glad to cooperate with you in setting up these committees. We should proceed immediately with their formation.

In cooperation with the State Advisory Committees, you should promptly arrange to have drawn up and signed in each State a simple memorandum of understanding between the Soil Conservation Service and the State Extension Service, and between the Soil Conservation Service and the State Experiment Station, as recommended in the report.

*To be designated by the appropriate agency.

Let me urge all officials of the Soil Conservation Service, of the Extension Service, and of State agencies to encourage the formation of legally constituted soil conservation associations which will accept a high degree of local responsibility for erosion-control work. The report wisely provides that within a relatively short time the Department undertake control work only through such associations. In the meantime, farmers should be called upon at least to form some type of voluntary associations to assure the Department of their desire to cooperate.

Before the beginning of the new fiscal year, will you please furnish me with the organization charts, formula for use in apportioning funds to the States, and the other material mentioned in the report? I am asking the interbureau committee to continue to function until we can dispose of these particular matters.

I want to thank you and your associates, as well as the committees, for cooperating wholeheartedly in the preparation of this fundamental report. Many have spoken to me of the sincere desire of officials in all branches to help make this new undertaking a truly successful one. If the spirit that pervaded the committees can be carried into the field, and if all State officials know of our desire to work with and through their institutions, I feel sure we can go ahead with confidence.

Sincerely yours,

J. A. Waller

Secretary.



DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C.

June 5, 1935.

Honorable Henry A. Wallace,

Secretary of Agriculture.

Dear Mr. Secretary:

For some six weeks we have been studying, at your request, the ways in which all branches of the Department of Agriculture may contribute most effectively to the greatly enlarged program of soil conservation. We have had the valuable help of a number of subcommittees, made up of officials of the Soil Conservation Service and of other bureaus of the Department most concerned with this problem.

We have tried to keep foremost in our minds the fact that the Department of Agriculture has before it still another opportunity to make an enduring contribution to American agriculture and to the Nation as a whole. We have felt that the soundest way to meet this opportunity is for the Department and the State agencies to pool their knowledge and experience in carrying forward this permanent program.

We attach our report, with detailed recommendations, and suggest that they be approved for immediate application.

Respectfully yours,

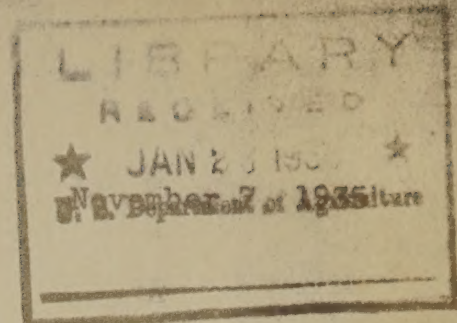
Thos. Howard Douglas
Chief, Bureau of Public Roads, Chairman

W. B. E. [Signature]
Director of Information

J. A. [Signature]
Chief of the Forest Service

M. A. McColl
Assistant Chief, Bureau of Plant Industry

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MEMORANDUM FOR THE SECRETARY.

Nov 7, 1935

Dear Mr. Secretary:

As requested in your memorandum of October 23, we have considered the section of the Bankhead-Jones Act which provides for the establishment and maintenance of regional research laboratories, and, after considering suggestions from all chiefs of bureaus, have drafted the following concepts that might well govern their establishment and operation:

Sixty percent of the total research funds provided by the Bankhead-Jones Act is for allocation to the States for expenditure under rules and regulations of the Secretary of Agriculture to insure that they are used within the limitations of the statute. The remaining forty percent is for the Department of Agriculture, twenty percent for basic research and twenty percent for laboratories for research "in major agricultural regions."

The Act places upon the Secretary of Agriculture the responsibility of establishing, maintaining, and operating through departmental agencies the regional laboratories authorized thereby, at places selected by him.

It is the desire of the Department of Agriculture to make these regional laboratories cooperative in the fullest sense of that word. Nevertheless, the Department cannot waive the responsibility placed upon it by the Congress. This requires that final decision as to the selection of projects, their location, departmental budgets, and personnel must be made by the Department of Agriculture.

We recommend the following procedure and policy in carrying out this provision:

(1) Selection of Projects.

(a) In addition to projects proposed by a bureau or jointly by several bureaus, the Secretary of Agriculture will invite the Directors of the State agricultural experiment stations in various major agricultural regions to suggest projects which they jointly consider of primary regional importance.

(b) These suggestions will be submitted to the chiefs of the various research bureaus in the Department for comment as to their relative importance, from the standpoint of both regional and national needs.

(c) In order that the program may be adequate and truly cooperative, the Secretary, in designating the projects to be prosecuted, will consider not only the recommendations of the bureaus and the State stations, but also the willingness of the several States within the region to sponsor research along the same line with funds going directly to them, whether from the States or from the Hatch, Adams, Purnell, or Bankhead-Jones Acts.

(2) Location of Projects.

(a) The location of the field laboratories in the major agricultural regions will be determined by the Secretary of Agriculture solely on the basis of the technical needs of the work and the facilities available.

(b) The Department has no desire to set up regional laboratories in competition with the State experiment stations. Consequently, whenever feasible, the regional laboratories will be located at an existing Federal or State experiment station or branch thereof.

(3) Operation

(a) The success of the regional laboratories will depend not only upon whole-hearted cooperation between the Department of Agriculture and

the group of States within the region as a whole, but also upon the recognition by the experiment station at which the laboratory may be located of its regional rather than local obligations.

(b) The Department's responsibility for the administration of the laboratory will be placed in the bureau or bureaus within whose province the research falls. When the research falls entirely or largely within the province of one bureau, such bureau will be given the responsibility of administering the laboratory; it will provide facilities to other bureaus. When the research at such a laboratory is more or less evenly divided among two or more bureaus, the Secretary will designate the chiefs of such bureaus as a committee to have general administrative supervision over the laboratory, its actual supervision to be under one individual selected by the committee; a specific allotment for administrative expenses will be made from the appropriation to one of the bureaus and an allotment will be made to each individual bureau to cover its phase of the research.

(c) The Department and the State experiment stations concerned will enter into a memorandum of understanding as to the nature of the work to be conducted, the approximate amounts to be expended on the different lines of research under way, and the source of these amounts. Detailed plans of the research will be prepared by specialists of the bureaus and State stations, subject to administrative review and approval by the Secretary.

(d) The memorandum of understanding will provide for a cooperating council, consisting of a representative of each bureau of the Department engaged in research at the laboratory and of each State experiment station within the region. Members of the Council will be appointed collaborators of the Department in order to facilitate their work. Specialists of the State experiment stations, engaged in the regional research program, also will be appointed collaborators as may be required.

The Cooperating Council will be expected to meet at least once a year to review progress and report to the cooperating agencies.

The Department sincerely hopes that the regional laboratories will serve as focal points for specific research projects within the agricultural region, will promote cooperation in the planning and administration of research, will enable the States and the Department mutually to obtain more significant results, and thereby result in greater benefits to agriculture.

Sincerely yours,

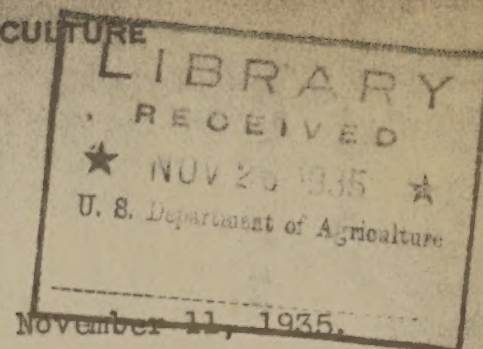
M. S. Eisenhower
Director of Information

O. E. Reed
Chief, Bureau of Dairy Industry

F. D. Richey
Chief, Bureau of Plant Industry.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



MEMORANDUM FOR CHIEFS OF BUREAUS

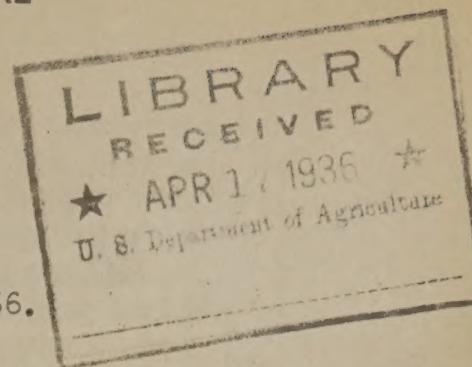
Reference is made to my memorandum of October 21 with regard to cooperation between field representatives of this Department and State Directors for the National Emergency Council.

Field representatives should be advised to assist officials of the National Emergency Council in every way practicable. At the same time it should be clearly understood that the conduct of Department activities remains the responsibility of the Department and that cooperation should not be carried to an extent which would place an undue burden on Department operating units in the way of attendance at meetings, or the submission to National Emergency Council officials of various types of reports. In order to insure proper and uniform practices in this respect, it is suggested that you advise your field representatives to submit to you for consideration and approval requests received from State Directors of the National Emergency Council.

H. A. Wallace
Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



March 31, 1936.

MEMORANDUM FOR ALL BUREAU CHIEFS

I believe it is apparent to everyone in an executive position in the Department that it is characteristic of the Department as a whole that there are few persons qualified by experience to view the Department as a whole and to view bureaus, or even divisions, as a whole. This means that there is a general shortage of executive material, and a prevalent difficulty in the ease with which coordination is secured on a basis of comprehensive understanding on the part of persons handling matters of concern to more than one unit. I suppose there would be general agreement that the problem is somewhat more acute in this Department because of the generally technical character of the work done in the Department and because of a larger proportion of employees being interested in highly specialized undertakings and only reluctantly engaging in administrative activities.

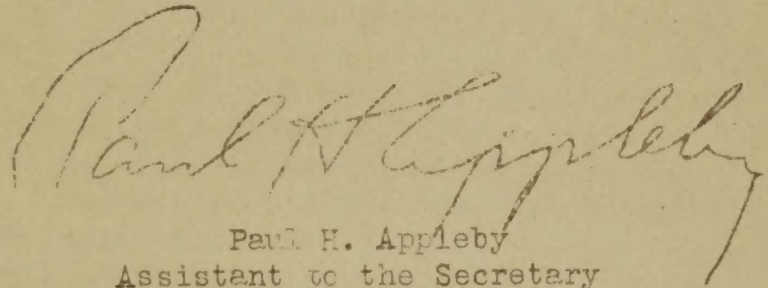
A lack so general in such an agency is something that cannot be quickly remedied, but it has seemed to me, especially in the light of the certainty of an increased load on all governmental units in the future, that it is most desirable to do whatever can be done to help improve this situation in years to come.

In preparing Departmental estimates last year, Mr. Jump and I provided for a beginning appropriation so that we could secure through the Civil Service Commission a group of young people of special qualifications for placement in the Department as trainees. This proposal, on its merits, met with the hearty approval of everyone who considered it, but in the final settlement of the estimates it had to be omitted. In consequence, we are left without even that small approach to a fundamental betterment of the situation, and must turn to other expedients.

It seems to me likely that in most of the bureaus of the Department there are some bright young people whose interests turn sufficiently to the more general, more abstract things involved in administration as to make it possible by a series of special assignments to be equipped to serve more effectively in general administrative work in years to come. It would be my thought that each bureau should have a careful investigation made of its personnel for selection of such employees, and that then provision should be made so that these young people could be moved from section to section and from office to

office within bureaus, so that they could get a general comprehension of the work of their respective bureaus, and that then from these groups a selection should be made for similar moving around from bureau to bureau and for assignments in the general administrative offices of the Department. In the course of a dozen years, such a procedure should make available to us a considerably larger number of persons equipped to serve the increasing administrative needs of the Department. Some of us who have studied the question seem to agree that our great need is for more people whose mastery of administrative procedure is coupled with broad comprehension of policy,

I hope you will give careful consideration to this suggestion, and in order that we may know reactions and progress, I should appreciate it if as you get lists of suitable persons in your bureaus, you would send such lists to us together with any comments you may care to make.



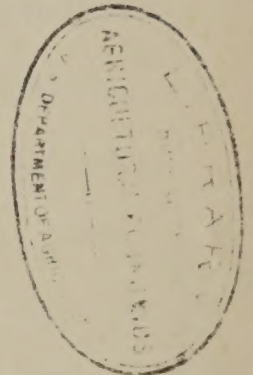
Paul H. Appleby
Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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August 4, 1936

MEMORANDUM FOR EMPLOYEES OF THE AGRICULTURAL
ADJUSTMENT ADMINISTRATION AND THE
SOIL CONSERVATION SERVICE



Under two recent Congressional acts the Department of Agriculture was authorized to initiate and put into effect a national policy of soil building and conservation. These two acts are the act approved April 27, 1935, (Public, No. 46, 74th Congress) and the act approved February 29, 1936 (Public, No. 461, 74th Congress). Public Act No. 461 of the 74th Congress added a number of new sections to Public Act No. 46 and the result is a single statute which may now be referred to as the Soil Conservation and Domestic Allotment Act. Under this statute the Soil Conservation Service and the Agricultural Adjustment Administration are employed in working out a broad national program embodying a coordinated approach to the problem of soil building conservation from both physical and economic standpoints.

If these two agencies are to prove fully effective in carrying out such a program, and if overlapping and duplication of effort and conflict in policies and procedures are to be avoided, constant cooperation between them is essential. With this thought there have been prepared the attached statements outlining the functions of the agencies, setting forth their respective fields of operation and the contributions which they are authorized to make in carrying out the national soil building and conservation program authorized by Congress.

The first essential in cooperation is a clear understanding of the functions, scope of activities, and policies of the two organizations. I am sure it will be worth the time of employees of both organizations to read the attached statements carefully.

Sincerely yours,

H A Wallace

Secretary

FUNCTIONS ASSIGNED TO THE AGRICULTURAL ADJUSTMENT ADMINISTRATION
UNDER THE SOIL CONSERVATION AND DOMESTIC ALLOTMENT ACT, THE AGRI-
CULTURAL ADJUSTMENT ACT AS AMENDED, AND RELATED LEGISLATION

The Agricultural Adjustment Administration has been designated by the Secretary of Agriculture, under the provisions of the Agricultural Adjustment Act of 1933, as amended, the Soil Conservation and Domestic Allotment Act, and other legislation, to carry out provisions of those acts in order to effectuate a national economic policy designed to make it possible for farmers as individuals and for agriculture as an industry to make a fundamental change from an exploitive type of farming to a conserving type.

In carrying out this policy there has been developed an agricultural conservation program which extends to every farmer in the United States the opportunity to conserve and build up the soil fertility of his farm through the aid of financial grants based on performance that is shown to effect soil conservation and building.

Although this statement deals primarily with the functions of the Agricultural Adjustment Administration under the Soil Conservation and Domestic Allotment Act, it includes a summarization of other functions of the Administration under other legislation.

I. PURPOSES AND PROVISIONS OF THE SOIL CONSERVATION AND
DOMESTIC ALLOTMENT ACT AND FUNCTIONS OF THE AGRICULTURAL
ADJUSTMENT ADMINISTRATION THEREUNDER.

Under Section 13 of the Soil Conservation and Domestic Allotment Act as amended by the Act of February 29, 1936, the Secretary of Agriculture designated the Agricultural Adjustment Administration to execute certain of the powers conferred upon him under that act. In addition to

the policy expressed in the original Soil Conservation Act of 1935 "to provide for the protection of land resources against soil erosion" the amendment of February 29, 1936, in section 7 (a) of the Act, declared the policy of Congress to include:

- (1) Preservation and improvement of soil fertility;
- (2) Promotion of the economic use and conservation of land;
- (3) Diminution of exploitation and wasteful and unscientific use of national soil resources;
- (4) Protection of rivers and harbors against the results of soil erosion in aid of maintaining the navigability of waters and water courses and in aid of flood control; and
- (5) Reestablishment, as rapidly as the Secretary determines to be practicable and in the general public interest, of the 1910-1914 ratio between the purchasing power of the net income of persons on farms and the incomes of persons not on farms, and the maintenance of that ratio.

The Act authorizes, further, assistance that would enable individual farmers in all the States and territories to adopt sound and economic practices in the management of their soil to be given in cooperation with States, under plans developed by the States, approved by the Secretary of Agriculture, and carried out through the means of grants to the States.

In order to carry out the first four of the above purposes during the period prior to January 1, 1938, which period it is estimated will be required to enable a sufficient number of States to assure the effectuation of the purposes of the Act by State action, or during a more limited period in States which may have State plans approved prior to that date, payments or grants may be made directly to producers, including tenants and share croppers.

Section 8 (c) of the Soil Conservation and Domestic Allotment Act specifies that any grants or payments made to producers during the period prior to the adoption of State plans must be conditioned upon the utilization of land, with respect to which such payment is made, in conformity with farming practices which the Secretary finds tend to effectuate the first four purposes of section 7 (a) of the Act.

The Agricultural Adjustment Administration assists the Secretary of Agriculture in determining the conditions under which such payments shall be made and the amounts of such payments that are fair and reasonable. Payments are required to be measured by:

- (1) The producers' treatment or use of their land for soil restoration or conservation or the prevention of soil erosion;
- (2) Changes in the use of their land;
- (3) The proportion of their normal production of one or more designated commodities which corresponds to the proportion of the normal national production of such commodities required for domestic consumption; or
- (4) Any combination of these considerations.

Surveys, investigations, and research relating to the conditions and factors affecting the policy and purposes of the Soil Conservation and Domestic Allotment Act, and to the most effective methods of accomplishing these purposes, are authorized by the Act and may be carried out by the Agricultural Adjustment Administration at the direction of the Secretary of Agriculture.

Grants to States to enable them to accomplish the objectives of section 7 (a) of the Act are authorized where such States submit to the

Secretary, and he approves, plans for effectuating the purposes of the Act. Such plans, in order to be approved by the Secretary of Agriculture, must include:

- (1) Provision for a State agency to administer the plan, such agency to be authorized by the State and either designated or approved by the Secretary;
- (2) Provision for such methods of administration, and such participation by county and community committees or associations of producers, as the Secretary finds necessary for the effective administration of the plan; and
- (3) Provision for necessary reports.

If the Secretary finds that there is a reasonable prospect that the plan submitted by a State, through its operation in conjunction with that of the plans submitted by other States, will bring about substantial accomplishment toward the effectuation of the purposes of the Act, and that its operation will bring about a furtherance of such accomplishment as substantial as may reasonably be expected through the action of the State, he is required to approve the plan and to allocate to the State such portion of the money available for carrying out State plans as he finds necessary to carry out the State plan for the year to which it is applicable, such allocation shall be subject to a maximum limitation under the Act.

Apportionments of funds among the States for carrying out the purposes of section 7 (a) of the Act during 1936 and 1937 may be made at any time in these years. Thereafter the Secretary, on or before November 1 of each year, is required to apportion among the several States the funds which will be available for carrying out their plans during the next calendar year.

In determining the apportionments of funds the Secretary must take into account the acreage and value of the major soil-depleting and major export crops produced in the respective States during a representative period, and the acreage and productivity of land devoted to agricultural production (including dairy production) in the respective States during a representative period.

Funds apportioned to any State for any calendar year, in case no plan for that State has been approved for that year, or any amount apportioned to any State but not required in order to carry out an approved plan for such State for such year, are made available for carrying out the general provisions of the Act.

Organization for Conducting the Program

Under the authority of Section 8 of the Soil Conservation and Domestic Allotment Act, a Nation-wide program applicable to farms generally, was announced by the Secretary of Agriculture on March 20, 1936. Direction of the program was assigned to the Administrator of the Agricultural Adjustment Administration.

Washington Organization: Largely on the basis of the type of farming practiced in each, the country was divided into five regions, for each of which there was established in the Washington organization a regional division in charge of a director, and charged with the administration of the program in the corresponding region.

These regions are:

(1) Northeast - Comprising the States of Pennsylvania, New Jersey, New York, Connecticut, Massachusetts, Maine, Vermont, New Hampshire, and Rhode Island.

(2) East Central - Comprising the States of Tennessee, Kentucky, North Carolina, Virginia, West Virginia, Maryland, and Delaware.

(3) Southern - Comprising the States of South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Arkansas, Texas, and Oklahoma.

(4) North Central - Comprising the States of Ohio, Michigan, Indiana, Illinois, Wisconsin, Iowa, Missouri, Nebraska, South Dakota, and Minnesota.

(5) Western - Comprising the States of North Dakota, Kansas, Colorado, Wyoming, Montana, New Mexico, Arizona, California, Utah, Nevada, Idaho, Oregon, and Washington.

In addition to the regional division, other Divisions in the Washington organization, each under a director, administer and coordinate general activities of the Administration, both under the Soil Conservation and Domestic Allotment Act and under the Agricultural Adjustment Act as amended, and other legislation.

State organizations: State organizations established or to be established in each State include the following elements:

- (1) A State Agricultural Conservation Committee of not more than seven members, the majority of whom must be bona fide producers, appointed by the Secretary of Agriculture on recommendation of the Director of the State Agricultural Extension Service, or otherwise. The duties of this committee are advisory and planning and in some cases, administrative as well.
- (2) The State Agricultural Extension Service cooperating in all educational work within the State and in some regions cooperating in administrative duties as well.
- (3) A Technical Advisory Committee on Soil Practices, to include the Director of the State Experiment Station or his representa-

tive, the Director of the State Agricultural Extension Service or his representative, and a representative of the Soil Conservation Service.

County organizations: In each county a temporary county committee was named by the State Director of Extension to inaugurate the program, and to be succeeded by a County Agricultural Conservation Association composed of producers. This association to elect officers, directors, and members of committees to aid in administration of the program within the county.

Essentials of the 1936 Program

Recommendations made by representatives of producers and State agricultural groups and agencies at regional meetings in March 1936, and by State Committees and advisers since that time have been used as the basis of the Agricultural Conservation Program for 1936, the general provisions of which were announced March 20. These recommendations are analyzed, studied, and coordinated by the Agricultural Adjustment Administration.

The program for 1936, formulated upon this basis, includes the following essential features:

1. Objectives of the 1936 Agricultural Conservation program are:
 - (a) To increase the acreage of soil-conserving crops in the United States to at least 130,000,000 acres as compared with the 100,000,000-acre level that obtained in 1930.
 - (b) To establish, as a minimum, on each participating farm a ratio of soil-conserving crops to soil-depleting crops consistent with good farming practices.
 - (c) To promote the adoption of soil-building practices, such as seeding grasses and legumes, turning under green manure crops,

growing cover crops, and establishing terraces, on farms where such practices are needed.

2. In connection with the 1936 Agricultural Conservation Program most of the crops produced in the United States have been classified as soil-depleting or soil-conserving. This classification varies among regions and among States, but, generally speaking, harvested row crops and small grains are classified as soil-depleting, whereas perennial grasses, perennial, biennial, and some annual legumes, and certain other crops if unharvested and used as cover crops, nurse crops, or turned under as green manure, are classified as soil-conserving.

3. As a basis from which to measure performance, a total soil-depleting base will be established for each farm with respect to which an application for payment is made. This base is to be the acreage of soil-depleting crops on the farm in 1935, with adjustments for changes from usual practice resulting from the commodity-adjustment programs, abnormal weather, and other factors.

Within the total soil-depleting base special bases will be established for cotton, tobacco, peanuts, rice, flax, sugarcane for sugar, and sugar beets, and a general soil-depleting base will be established for all other soil-depleting crops.

4. Two types of payment will be made in connection with the 1936 Agricultural Conservation Program.

Soil-building payments will be made for the carrying out of soil-building practices, at such rates in any State, and upon such conditions, as are recommended by the State Committee or the Agricultural Adjustment Administration and approved by the Secretary. Practices which have been approved include the seeding of legumes and perennial grasses, the growing and

turning under of green manure crops, terracing, liming, the application of certain types of fertilizer to soil-conserving crops in certain States and regions, the planting of forest trees, controlled summer fallowing for the prevention of wind erosion in the "Dust Bowl" area, and the eradication of noxious weeds in certain of the far-western States. The rates approved for these practices have been established at such a level as to defray about $2/3$ to $3/4$ of the average cash outlays involved in carrying out these practices. The soil-building payment which can be earned on an individual farm is limited in general to an amount equal to \$1 for each acre of soil-conserving crops on the farm in 1936.

Soil-conserving payments will, in general, be made for the production of soil-conserving crops on acreage diverted in 1936 from the base acreage of soil-depleting crops. The rate of the soil-conserving payment with respect to the general soil-depleting crops (soil-depleting crops other than cotton, tobacco, peanuts, rice, flax, sugar beets, and sugarcane for sugar) is to average about \$10 per acre for the United States but will vary among States, counties, and individual farms as the productivity of the crop land used for these crops varies from the average productivity of all such crop land in the United States. The soil-conserving payment with respect to cotton will be 5 cents for each pound of the normal yield per acre of cotton for the farm. The rate of the soil-conserving payment with respect to tobacco varies for the various types from 3 cents to 6 cents for each pound of the normal yield per acre of tobacco for the farm. The rate of payment for peanuts is $1-1/4$ cents per pound of the normal yield. Payments with respect to the adoption of soil-conserving practices in connection with rice, sugar beets, sugarcane for sugar, and flaxseed, will be measured by the domestic consumption quotas of rice and the production

allotments of sugar beets, sugarcane for sugar, and flaxseed.

5. The maximum acreage, per farm, on which soil-conserving payments will be made is 15 percent of the general soil-depleting base; 35 percent of the cotton soil-depleting base; 30 percent of the tobacco soil-depleting base, and 20 percent of the peanut soil-depleting base.

6. In order to encourage farmers to obtain, in 1936, a ratio of soil-conserving crops to soil-depleting crops which comes within a reasonable range of good farming practice, deductions from payments otherwise due will be made if participating farmers do not have in 1936 an acreage of soil-conserving crops equal to the sum of the following:

15 percent of the general soil-depleting base,

20 percent of the cotton, tobacco, peanut, and flax soil-depleting bases, and

40 percent of the sugar beet and sugarcane soil-depleting base.

Rice producers must have an acreage of soil-conserving crops equivalent to 25 percent of their base acreage of rice in order to qualify for soil-conserving payments with respect to rice.

7. An application for a grant may be filed by owner-operators; owners who have rented their farms to others on shares; cash, share, or fixed-rent tenants; or such other persons as may be designated by the Secretary.

On farms where two or more persons share in the crops produced, provision is made for dividing payments among such persons. In each region all or part of the soil-conserving payments will be divided among owners, share tenants, and sharecroppers in the same proportion as these persons share in the principal soil-depleting crop produced or in the crop or crops with respect to which this payment is made. The proportion of the soil-conserving payment divided as the crop is divided is 50 percent in the prin-

principal cotton-producing areas, 2/3 in the principal tobacco-producing areas, and 100 percent where other crops predominate. In the Western and most of the North Central Region soil-building payments also will be divided as the principal crops are divided, and in other parts of the United States the soil-building payments will go to the person or persons who incur the expense involved in carrying out the practice.

II. FUNCTIONS OF THE AGRICULTURAL ADJUSTMENT ADMINISTRATION UNDER THE AGRICULTURAL ADJUSTMENT ACT AS AMENDED, AND UNDER RELATED LEGISLATION

Marketing Agreement Programs

Those functions of the Agricultural Adjustment Administration under the Agricultural Adjustment Act as amended, and under Section 32 of Public Act No. 320, 74th Congress, as amended, that relate to marketing, marketing agreements, orders, and the removal of surplus agricultural commodities, are performed by the Division of Marketing and Marketing Agreements.

Programs developed in this Division are designed to maintain or improve returns to producers through the establishment of marketing plans, the removal of surpluses from normal channels of trade, and the increasing and stimulation of market outlets. Surplus removal operations are conducted in cooperation with the Federal Surplus Commodities Corporation.

Marketing-agreement programs are in general designed to maintain or increase returns to producers by regulating the rate of flow to markets in interstate commerce, and are made effective through marketing agreements and orders.

Commodities for which marketing-agreement programs have been developed include fruits, vegetables, and nuts. The programs now in effect involve 18 different commodities produced by growers in 13 States. The

estimated farm value of these 18 commodities exceeded \$126,000,000 in 1935, as compared with \$114,000,000 in 1934, and slightly over \$92,000,000 in 1933.

The Agricultural Adjustment Act, as amended, authorizes the Secretary to enter into marketing agreements with milk producers and distributors, and to issue orders in conjunction with such agreements. No new licenses may be issued under the amended act, but existing licenses may continue in effect. Marketing programs have been put into effect for a large number of fluid-milk sales areas and for the evaporated milk and dry skim milk industries. On April 15, 1936, a total of 26 programs were in effect for the dairy industry under marketing agreements, licenses, or orders. Twenty-four of these involved fluid-milk markets, the other two involved evaporated milk and dry skim milk. The purposes of these programs are to eliminate unfair marketing practices and to adjust on an equitable and fair basis prices paid by distributors to farmers.

Functions Under Section 32 of Public Act No. 320, "An Act to Amend the Agricultural Adjustment Act, and for other Purposes."

The Agricultural Adjustment Administration also carries out certain functions vested in the Secretary of Agriculture under Section 32 of Public No. 320, "An Act to amend the Agricultural Adjustment Act, and for other purposes," approved August 34, 1935. This section authorizes the Secretary to use not more than 30 percent of the receipts from customs duties in:

- (1) Encouraging the exportation of agricultural commodities and their products;
- (2) Encouraging the domestic consumption of such commodities and products by making payments to divert them from the normal channels of trade and commerce; and

(3) Reestablishing farmers' purchasing power by making payments in connection with the normal production of any agricultural commodity for domestic consumption.

The exportation, diversion, and surplus-removal programs of the Agricultural Adjustment Administration are carried on under this authority.

Among programs of this sort now in effect are these: (1) The diversion of prunes to export and by-product uses; (2) Diversion of walnuts for export and shelling; (3) Diversion of raisins for by-product uses; (4) Diversion of tobacco into the manufacture of fertilizer and of nicotine for insecticide uses; (5) Paying indemnities that enable exporters to export to the Philippine Islands, flour manufactured from wheat produced in the Pacific Northwest.

Funds made available by Congress were used to strengthen and support a program for eradication of bovine tuberculosis and Bang's disease in cattle, in cooperation with the States. This program received great impetus from the use of these funds.

Surplus agricultural commodities purchased for relief purposes are distributed by the Federal Surplus Commodities Corporation, through State relief and welfare agencies.

Price-depressing surpluses of dairy products have been purchased and distributed through relief channels since 1933, as one means of improving the situation of dairy farmers. In this program approximately 70 million pounds of butter, 19 million pounds of cheese, 17 million pounds of dry skim milk, and 53 million pounds of evaporated milk have been bought and distributed. Fruits, vegetables, and livestock products, as well as dairy products, are handled in the same fashion.

LIQUIDATION OF PRODUCTION-ADJUSTMENT AND OTHER PROGRAMS

Liquidation of production-adjustment programs undertaken under the original Agricultural Adjustment Act, but discontinued after the invalidation of such measures by the Supreme Court decision of January 6, 1936, in the *Butler* case, is a current function of the Agricultural Ad-

justment Administration. These activities include the payment to producers of rental and benefit payments in connection with adjustment contracts entered into or applied for under the Agricultural Adjustment Act prior to January 6, 1936. Such payments are derived from an appropriation made by Public No. 440, 74th Congress, approved February 11, 1936.

The activities under way in connection with the Bankhead Cotton Act, the Kerr-Smith Tobacco Act, and the Potato Act of 1936, repealed in February, 1936, as well as the production-Adjustment programs, are being brought to a conclusion by those agencies of the Agricultural Adjustment Administration which were engaged in the administration of these measures before their discontinuance.

DIVISIONS OF THE ADJUSTMENT ADMINISTRATION
CONTRIBUTING TO ALL ACTIVITIES UNDER THE ADMINISTRATION

Supplementing the work of those divisions responsible for the administration of the soil-building and conservation activities and of the Division of Marketing and Marketing Agreements, the following additional divisions of the Agricultural Adjustment Administration contribute to the general promotion of all lines of activity of the Agricultural Adjustment Administration.

The Program Planning Division: - Is responsible for:

- (1) Developing a long-time plan for conserving the soil and for reestablishing farming on a satisfactory economic basis, and working with the other divisions of the Agricultural Adjustment Administration in coordinating and pointing current activities toward such a plan;
- (2) Working with the Bureau of Agricultural Economics and other agencies in setting up the necessary standards for parity income and for the domestic consumption of agricultural products, and in observing the effect of current programs upon agricultural supplies and prices and

their interrelation with the business situation;

- (3) Working with other Government agencies in coordinating the several programs and activities of the Government affecting agriculture into a unified attack on the farm problem;
- (4) Advising with the other divisions of the Agricultural Adjustment Administration on labor and tenure problems arising out^{of} the conservation programs and carrying out, in cooperation with the Bureau of Agricultural Economics and other agencies, such studies as may be needed in this connection;
- (5) Aiding county agents and farmers to a better understanding of the agricultural situation through work in county program planning and discussion groups, and in turn obtaining suggestions from county agents and farmers for improving the current program and developing a better future program.

The Finance Division - Directs all finances, including the study, administration, and accounting for all disbursements, commodity loan operations, and general direction of the budget of the Administration. This Division plans, organizes, coordinates, and directs the audit, disbursing, and accounting work in connection with payments to producers and the removal of surpluses.

The Division of Consumers' Counsel - Handles all matters involving the interests of consumers in the programs and activities undertaken by the Administration.

The Division of Information: Supervises, directs, and carries on the preparation and presentation to the public, through all channels, of information on the activities of the Adjustment Administration; it prepares

and issues reports; handles correspondence and printing, and maintains permanent records. The Division includes a Washington staff and six regional representatives.

It prepares and issues to the daily press, releases announcing and explaining the various measures taken by the Administration, and giving the necessary supplemental information in relation to such measures; it provides the State Agricultural Extension Services, the State Agricultural Conservation Committees, and other official cooperators with detailed information on the various programs; it furnishes material for adaptation and distribution to the local press and to radio broadcasting stations, and printed material for distribution among farmers; it provides a special service to farm papers; it supplies basic information to teachers of vocational agriculture; it provides farm organizations, upon request, with information material; and supplies material and data to individuals and organizations requesting information upon the activities of the Agricultural Adjustment Administration.

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FUNCTIONS OF THE
SOIL CONSERVATION SERVICE

The Soil Conservation Service has been designated by the Secretary of Agriculture to carry out the purposes of Public No. 46, 74th Congress. These purposes are set forth in the first paragraphs of the Act as follows:

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That it is hereby recognized that the wastage of soil and moisture resources on farm, grazing, and forest lands of the Nation, resulting from soil erosion, is a menace to the national welfare and that it is hereby declared to be the policy of Congress to provide permanently for the control and prevention of soil erosion and thereby to preserve natural resources, control floods, prevent impairment of reservoirs, and maintain the navigability of rivers and harbors, protect public health, public lands, and relieve unemployment, and the Secretary of Agriculture, from now on, shall coordinate and direct all activities with relation to soil erosion and in order to effectuate this policy. . ."

To effectuate these purposes, The Soil Conservation Service carries forward a broad program designed to prevent soil wastage and depletion through the adaptation of practical soil conservation methods to agricultural land. This program involves three major phases.

1. Research and Investigation. This phase of the program includes studies of the character and extent of soil and water losses, and the testing and development of soil and water conservation practices to determine their practicability, effectiveness, and adaptability for use in conservation operations designed to conserve national land resources and control floods. Such conservation practices, developed by research and tested by experimental method, provide important criteria of safe land use. The research

program of the Soil Conservation Service is carried out in closest possible cooperation with State Experiment Stations and other agencies.

2. Conservation Operations. This phase of the program involves the application of adapted land use and conservation practices to the land within project demonstration areas, as well as the application of such practices within extensive areas of publicly-owned lands and other designated areas.

3. Technical Services. Carried on in cooperation with various federal, state and local agencies, this phase of the program is designed to foster the general application of soil conservation practices by providing technical consultation services and educational information relative to the utilization of such practices in agriculture.

I. RESEARCH AND INVESTIGATION

Activities in this category are concerned generally with the development of fundamental data relative to the processes of erosion and methods of control. Specifically, they involve the following studies:

- (a) Soil erosion and moisture conservation studies on farm and pasture lands. These are carried on at 13 erosion experiment stations already established and at such additional stations as may be established in different soil regions.
- (b) Investigation of climatic and physiographic factors which affect erosion processes under normal conditions and when accelerated by agricultural use.

- (c) Economic studies to determine the effects of erosion and of erosion control practices. These are carried on in cooperation with the Bureau of Agricultural Economics and State institutions.
- (d) Studies of the sedimentation of erosional debris in stream channels and reservoirs, and the relationship of the process to flood control and the utilization of water resources.
- (e) Watershed and hydrologic studies of the influence of land use practices on erosion control, water conservation, and flood control in complete drainages.
- (f) Investigations of erosion-resisting plants of economic value.
- (g) In cooperation with State Experiment Stations and the National Research Council, the preparation of a national program of soil conservation investigations.
- (h) Summarizing and interpreting research data.
- (i) Cooperation in reviewing, synthesizing, and reshaping existing research data and soil conservation practices.

II. CONSERVATION OPERATIONS

Activities in this category are concerned generally with the application of soil-conserving practices and procedures to typical lands in the major agricultural regions. Specifically, these activities involve:

(a) Demonstration Projects:

In operation at the present time are 141 project demonstration areas, situated on selected watersheds. All but four are located in private land areas. Present plans contemplate

the establishment of additional areas in agricultural regions not now served by such demonstrations. Ultimately 350 areas should be completed, with possibly not more than 200 operating at any one time. These areas provide:

- (1) Demonstrations of practical soil conservation methods and proper land use applied on the farm and grazing lands in each agricultural region.
- (2) Proving grounds for testing the adaptability and effectiveness of methods and practices in curbing soil and moisture losses and the economic result of conservation operations from the standpoint of the individual farmer.
- (3) Treatment of large areas of farm and grazing lands in cooperation with farmers and ranchers. The demonstration projects now under way involve an aggregate of some 6,500,000 acres, exclusive of the land involved in E.C.W. projects.
- (4) Training centers for technical personnel of the Soil Conservation Service and of other agencies. An organized procedure for the training of new personnel and for the more thorough training of existing personnel is now in operation.

(b) ECW Projects:

Field operations also include the direction and technical supervision of 455 CCC camps having an aggregate complement of approximately 90,000 men. These camps are assigned to the Service by the Director of Emergency Conservation

Work for use in connection with the soil conservation program. A few are located within demonstration areas, but most are operated independently of regular project demonstrations. Camp operations cover an aggregate area of approximately 7,000,000 acres. These camps provide land treatment services generally similar to those carried on in the project demonstration areas.

(c) Work Projects:

In addition to the work in demonstration project areas and Emergency Conservation work areas, erosion control and conservation operations are conducted in extensive areas of publicly-owned land, largely in the Southwest. Some 39,000,000 acres are involved in this type of activity. Work projects are contemplated in cooperation with conservancy districts and other agencies.

(d) Supplemental Operations:

- (1) Conservation Surveys: Field operations include erosion surveys which provide basic information, including maps and other data, relating to physical land conditions. These data are available as a basis for land use and soil conservation planning.
- (2) Conservation Nurseries: The Service operates approximately 40 conservation nurseries for the testing, development and propagation of erosion control seed, shrubs and trees. Seed and planting stock of species especially adapted to soil conservation purposes are supplied by these nurseries for use on project and work areas.

III. TECHNICAL SERVICES

Activities in this category are concerned with the general propagation of soil conservation practices by providing technical consulting services in cooperation with Federal, state and local agencies, and by disseminating educational information through available channels. Specifically, these activities include:

- (a) Establishing criteria of erosion-control and soil conservation practice. In cooperation with State Experiment Stations, the Soil Conservation Service develops regional and local programs and plans, based on fundamental data, to serve as criteria of erosion control and soil conservation practice.
- (b) Developing and assisting local responsibility for and effort toward soil conservation. Under the provisions of the Report of the Secretary's Inter-bureau Committee, dated June 6, 1935, the Service has sponsored the formation of voluntary Soil Conservation Associations of farmers largely within existing demonstration and ECW camp areas. More than 300 of these voluntary associations have been established. The Service is providing technical assistance to these voluntary associations in cooperation with the Extension Service in the several states.

With a view to establishing a more permanent agency for local Soil Conservation effort, the Solicitor's Office of the Department, in cooperation with the Soil Conservation Service, has prepared a tentative draft of legislation that may be submitted to the states upon

request, relating to the organization and incorporation of legally constituted Soil Conservation Districts or Associations. This draft has been approved by the Secretary, by the National Emergency Council, and is now ready for distribution to the states upon request. The Service will provide technical assistance to legally organized conservation Associations or Districts, both in the development of plans, surveys, and in supervising work projects.

Some technical services also have been provided, in cooperation with the Extension Services of the states, for the development of individual farm plans outside of demonstration areas. These services include the mapping of a farm on the basis of soil type, slope, and degree of erosion, the formulation of a definite working plan of crop and livestock operations, and, in some cases, providing necessary supervision of engineering work.

(c) Cooperation with Federal Agencies:

Technical services are being rendered to the Indian Service in providing a basis for proper readjustments in the use of range and cultivated land through the establishment of proper methods of soil and water conservation on all Indian reservations. Cooperation with the Indian Service exemplifies opportunity available to broaden the scope of soil conservation activity by supplying technical services to other Federal administrative agencies. Such services are being rendered also to the Grazing Administration within

certain grazing districts. It is expected that further cooperative work will be undertaken with other agencies dealing with land use problems.

General Memoranda of Understanding have been signed, providing for cooperation with the Bureau of Agricultural Economics, in economic research and interpretation; with the Bureau of Biological Survey in wildlife conservation activities; with the Bureau of Plant Industry in research and operations in the field of vegetative practices; with the Bureau of Chemistry and Soils in soil survey and erosion survey work, and with the Forest Service, in reforestation activities on agricultural lands.

Additional Memoranda of Understanding covering cooperation with other bureaus will be provided for as needed, in line with the general policy laid down in the Report of the Secretary's Committee.

(d) Cooperation with State Agencies:

Under the terms of the Report of the Secretary's Committee, State Soil Conservation Advisory Committees have been appointed in all states by the Secretary of Agriculture. These committees are composed in all cases of the State Director of Agricultural Experiment Station, the State Director of Extension, and the State Coordinator of the Soil Conservation Service. Additional members who are responsible for conservation work within the state have been appointed in some states, but in no case does the committee exceed five in number. Considerable progress

has been made by these committees in some states in coordinating soil conservation work. The committees are formulating tentative State Soil Conservation programs, outlining suggested procedures to be followed in the prosecution of the program within the state, including conservation operations, technical services and activities outside of the project areas, as well as consultation on research projects formulated cooperatively by the Research Division of the Soil Conservation Service and State Experiment Station officials.

To date, Memoranda of Understanding have been completed with the State Extension Service in 36 states, and others are in preparation. Similar Memoranda of Understanding are now being developed relating to cooperation in Research with the State Experiment Stations.

(d) Dissemination of Educational Information:

In cooperation with the Office of Information in the Department of Agriculture and the State Extension Service in each state, the Soil Conservation Service has provided for informational and educational work involving the use of all available media. Centering in the Section of Information in the Washington Office, these activities are conducted in the field principally through the 11 regional offices. Press and radio activities are carried on in cooperation with the State Extension editors. The Information Section is equipped to conduct press and radio activities, photographic operations, motion picture and

exhibit production, the production of popular bulletins and related activities.

Educational activities involving Extension technique are conducted outside of established project areas in closest possible cooperation with the Extension Service. Under existing agreements with the Extension Service, cooperative employees are provided to assist in this work whenever necessary

IV. ORGANIZATION OF THE SOIL CONSERVATION SERVICE

1. Washington Office:

The Soil Conservation Service was established as a permanent bureau of the Department of Agriculture by Act of Congress approved April 27, 1935.

The Office of the Chief is responsible to the Secretary for the administration of the activities of the Service, both in Washington and in the field. There is an Associate Chief and an Assistant Chief.

For the purposes of administration, the Service is divided into five Divisions, each under a Division Chief. These are:

- Major Division of Research
- Major Division of Conservation Operations
- Major Division of Cooperative Relations and Planning
- Minor Division of Business Management
- Minor Division of Personnel and Training

Divisions in turn are subdivided into Sections, with a Section Head in charge.

The Division of Research is divided into the following sections:

1. Climatic and Physiographic Investigations
2. Soil Erosion Investigations
3. Sedimentation and River Hydraulics Investigations
4. Watershed and Hydrologic Studies
5. Economic Studies (in cooperation with the Bureau of Agricultural Economics)

6. Investigations of Erosion Resisting Plants of Economic Value (in cooperation with the Bureau of Plant Industry)

The Division of Conservation Operations is divided as follows:

1. Agronomy and Range Management
2. Engineering
3. Woodland Management
4. Erosion Control Practices
5. Conservation Surveys
6. Conservation Nurseries
7. Wildlife Management (in cooperation with the Bureau of Biological Survey)

The Division of Cooperative Relations and Planning is divided as follows:

1. Information
2. Cooperative Planning
3. Cooperative Relations in Extension

The Divisions of Business Management and Personnel and Training are divided into Sections according to ordinary fiscal and administrative functions.

In addition to the five regular divisions, organization of the Service includes a major unit for the general supervision and coordination of approximately 450 CCC camps assigned to the Service. This unit is under the supervision of a liaison officer attached to the Office of the Chief, who maintains cooperation with the Office of the Director of Emergency Conservation Work. Technical supervision for these camps is provided by the Soil Conservation Service. Administration in the field is coordinated through the office of the Regional Conservator and the offices of the State Coordinator and Project Manager.

2. Regional Offices:

Eleven Regional Offices have been established in the field. Each Regional Office is in charge of a Regional Conservator directly responsible to the Chief of the Service. Each Regional Office has three main functions:

1. To provide services in connection with Fiscal, Procurement and Personnel matters.

2. To provide technical inspection and supervisory services in order to coordinate Soil Conservation operations between states and projects.

3. Information services in cooperation with the states and the Washington Office.

Each Regional Office has a technical staff which corresponds to the organization of the technical operations staff in Washington, including:

- A. Conservation Surveys
- B. Agronomy and Range Management
- C. Wildlife Management
- D. Engineering
- E. Woodland Management
- F. Erosion Control Practices
- G. Conservation Nurseries
- H. Business Management
- I. Personnel

In addition, there is an Assistant to the Regional Conservator in charge of Information within each region. The State Coordinator in each state is a member of the Regional Office staff.

Office of the State Coordinator:

The State Coordinator represents the Soil Conservation Service in each state and is a member of the State Soil Conservation Advisory Committee appointed by the Secretary, to review soil conservation operations, policies and programs within the state, including conservation operations, technical services, and activities outside the project areas.

The State Coordinator is administratively responsible for the general supervision of the soil conservation operations program within the state. This involves the planning of operations in cooperation with the State Advisory Committee; contact with other pub-

lic agencies regarding plans and cooperative programs; the planning of legislation relating to Soil Conservation Districts; and cooperation in the organization of such Districts.

Office of the Project Manager:

Project Managers are responsible for the administration and supervision of work within the particular project area to which they are assigned, including certain type of procurement, supervision and care of equipment and supplies, and personnel. They are responsible also for the development of work plans, the supervision and carrying out of approved work plans, the submission of progress reports, the development of farm agreements within the project area, and the supervision and carrying out of all phases of conservation work in camp areas assigned to the project. Each project has a technical staff to fit the particular needs of that project.

Policies affecting the operations of the soil conservation program are approved by the State Coordinator, the Regional Conservator, and by the Washington Office.

3. Organization of Research:

Research is carried on in each state cooperatively with the Agricultural Experiment Station and, in certain instances, other research institutions such as universities and State Water Boards, and with the National Research Council. As plans and programs are worked out under a general Memorandum of Understanding with the Director of the State Experiment Station, detailed projects are developed jointly and cooperatively with the various research agencies in the several states. The work of each erosion experi-

ment station or research project is under the immediate supervision of a local research superintendent, with suitable State and Federal subject matter specialists, assistants, foremen and laborers. Research and scientific investigations of the Service are supervised and directed by the Chief of the Division of Research or his representatives in cooperation with the Directors of the State Experiment Stations concerned. Close affiliation of the research program and personnel with conservation operations and practice is made possible through cooperation with the State Coordinator and the State Advisory Committee in developing research projects to answer questions arising in the practice of soil conservation. Provisions are being perfected to develop programs of research for each state and problem area jointly with the State Experiment Stations and other agencies. Inter-change between the Divisions of Research and Operations and with the State Experiment Stations are developed and encouraged. Frequent conferences will be held with the Director of the State Experiment Station and his staff for the purpose of giving prompt interpretation to the research data in its application to the problems of the state concerned.

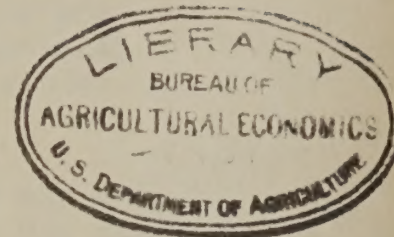
UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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November 30, 1936

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Subject: Temporary arrangement for coordinating flood-control activities.



The Flood Control Act of 1936 (Public 738 74th Congress) recognizes flood control as a public responsibility and sets up a new national policy for flood control by establishing work on lands as coordinate with work on rivers. The Department of Agriculture is made responsible for work on land; the War Department for work on rivers.

The immediate job is to survey certain watersheds which are specified in the Act and to submit reports thereon to Congress. The Act authorizes an appropriation of 10 million dollars for the purpose, this sum to be divided equally between the Departments of War and Agriculture.

These surveys will involve some new features for the Department, as well as enlargement of current activities. Thus, while the Department has undertaken reforestation, soil erosion control work, land-use planning, and so on, it has not woven all of these into one picture. Certainly the comprehensive nature of the surveys and reports indicates that many of the bureaus of the Department will be involved. The two bureaus most vitally concerned are the Soil Conservation Service and the Forest Service. But the Bureau of Agricultural Economics will be concerned in the analysis of the complex economics problems involved. The Bureau of Agricultural Engineering, the Bureau of Chemistry and Soils, and other branches of the Department will no doubt have some contribution to make to the program. Further, certain studies will require the cooperation of agencies outside the Department, notably the War Department and the National Resources Committee.

While no part of the funds authorized by the Flood Control Act has been appropriated as yet, it is essential that the Department begin immediately to plan these activities. Fortunately, the Forest Service and the Soil Conservation Service are already doing considerable work on some of the watersheds specified in the Act, and the data on hand will provide a rough guide for determining

priorities on some of these watersheds. The War Department has requested that we cooperate with it in establishing definite procedures for the execution of the survey work. Also, the National Resources Committee has requested that certain reports on flood control be made to it.

Pending the availability of the funds authorized by the Act-- with which it will be possible to arrange more permanently for the coordination of the flood control work of the several bureaus--I am asking Mr. Eisenhower to represent me in correlating our efforts with those of the War Department and other federal agencies, and to serve as coordinating officer here in the Department so that the efforts of the various bureaus in this field may go ahead together. I shall appreciate it if the bureaus affected will provide Mr. Eisenhower, by temporary detail, with such technical assistance as may be needed. Also, I should like to have Mr. Silcox, Dr. Bennett and Dr. Black serve as an advisory committee with Mr. Eisenhower in formulating policies that now need to be developed, and in establishing the proper procedures within the Department for the efficient conduct of the work.

It is not at all necessary for the Department to build up a large central Office of Flood Control. The bureaus should carry the load of technical work. Mr. Eisenhower and a very small staff will collaborate with the bureaus in determining the scope of the surveys and reports, compromising what may at first be conflicting opinions on the responsibilities of the several bureaus, collaborating with bureaus to take the greatest advantage of existing funds and personnel, developing systematic procedures, and perhaps drawing up memoranda of understanding between the bureaus concerned.

I wish to ask that a meeting of the Advisory Committee, along with such specialists of the Soil Conservation and the Forest Service as may be necessary, be held immediately so as to lay the foundation for a conference with War Department officials early next week.

Sincerely yours,

H A Wallace

Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

JAN 20 1937
U. S. Department of Agriculture

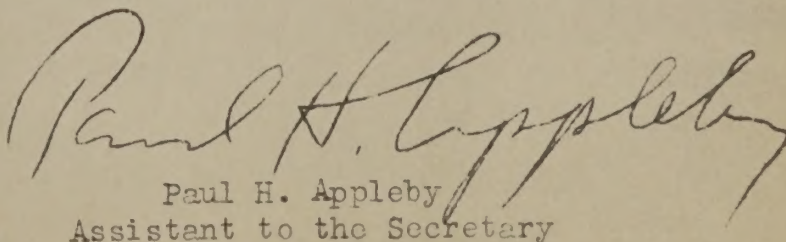
January 6, 1937

MEMORANDUM FOR:

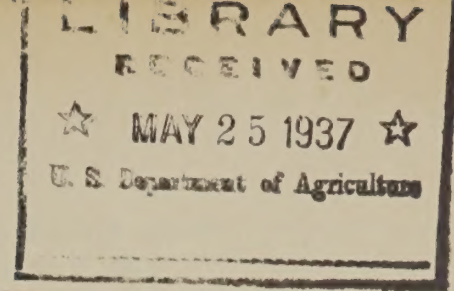
All Bureau Chiefs and Heads of Offices
Mr. M. L. Wilson, Under Secretary
Mr. Harry L. Brown, Assistant Secretary
Mr. Donald C. Blaisdell, Asst. to Under Secretary
Dr. E. N. Bressman, Scientific Adviser to the Secretary
Mr. L. E. Donaldson, Mails & Files Section
Mr. C. C. Harris, Ofc. of the Secretary
Miss Agnes Bechhold, Ofc. of the Secretary

It has come to my attention that there is growing confusion in the relationships between this Department and the Works Progress Administration because of the fact that there have grown up many lines of contact between the two agencies. It is desirable to centralize knowledge of all these matters, and in the future it is requested that all negotiations and understandings between this Department and Works Progress Administration be carried on through Mr. Donald C. Blaisdell, Assistant to the Under Secretary. Mr. Blaisdell will work closely with Dr. E. N. Bressman, who in Mr. Blaisdell's absence will handle these matters.

All letters for secretarial signature should be routed through Mr. Blaisdell, and all incoming mail on this subject should be routed at his direction.


Paul H. Appleby
Assistant to the Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE

April 8, 1937.

Hon. Fred Cummings
Chairman, Subcommittee
Committee on Agriculture
House of Representatives

Dear Mr. Cummings:

In response to your request of March 29 with respect to the form of H. R. 5326, I am pleased to submit for your consideration the enclosed draft of the bill, which includes those changes recommended by the Department of Agriculture. This draft also includes recommendations made by other governmental agencies.

You will note that most of the suggested changes are technical and pertain primarily to matters of legality and administrative practicability. A few recommended modifications, however, relate to problems of a more fundamental nature and require explanatory comment.

Under the simplified rearrangement of the quota provisions, the total sugar supply would be divided between domestic areas and foreign countries in the ratio that is in effect at the present date, and the arrangement under existing law for sharing deficits among domestic areas and Cuba would be maintained. This principle was recommended by the President in his Message to Congress on March 1, 1937. The fundamental reason for this recommendation is that any decrease in the share of foreign countries in the total quotas would necessarily impair the needed expansion of markets for American exports of surplus agricultural products. An additional measure, for increased diversification of the foreign market for exports, is contained in the proposed provisions under which any deficit of full-duty sugars, including a Philippine deficit of such sugars, would be allotted among the countries supplying such sugar in proportion to their present quotas, but under the proposed provision the Commonwealth of the Philippine Islands and the so-called "full-duty countries" would not share in any deficit occurring in domestic areas or Cuba.

The indicated increase in the share of the mainland cane sugar producing area (and a minor similar adjustment for the Virgin Islands) is equal to an amount that would be required to adjust these quotas under the existing estimate of consumers' requirements to the average production of the areas during the three years of greatest production in the period 1925-1936, inclusive. This increase is not recommended as a definite amount but is suggested as an example of the nature of the change that would be required, on the basis of the claims made by mainland cane producers, in order to make the distribution of total domestic quotas equitable among the individual areas. But it is recommended that whatever increase may be granted, should be deducted equitably from all other domestic areas by prorating the deductions on the basis of the present quotas for such areas.

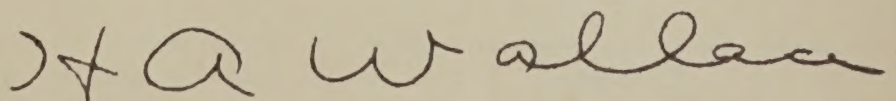
It will also be noted that the suggested changes would effectuate the recommended principle of fair treatment among all domestic areas by avoiding any discrimination with respect to either the right to carry on manufacturing operations or the right to participate in deficits and increases in consumption.

The labor provisions were redrafted as requested so as not to disqualify a producer for payment who employs only his own children in the production of sugar beets or sugarcane.

In title V a section is added which would continue the established policy of returning to the Philippine Islands revenues from the taxes collected on their products, but which would require that the transfer of such funds be made under terms and conditions prescribed by the President of the United States. I am advised that your Committee will receive a communication with respect to this provision from the Department of State.

Upon reference of the matter to the Bureau of the Budget, as required by Budget Circular 336, the Department of Agriculture, under date of April 8, 1937, was advised by the Acting Director thereof that "there would be no objection by this office to the transmission of your proposed report and revised draft of legislation to the Committee."

Sincerely,

A handwritten signature in cursive script, reading "J. A. Wallace". The signature is written in dark ink and is positioned above the typed name "Secretary".

Secretary.

TITLE II--QUOTA PROVISIONS

SEC. 201. The Secretary shall determine for each calendar year the amount of sugar needed to meet the requirements of consumers in the continental United States; such determinations shall be made during the month of December in each year for the succeeding calendar year and at such other times during such calendar year as the Secretary may deem necessary to meet such requirements. In making such determinations the Secretary shall use as a basis the quantity of direct-consumption sugar distributed for consumption, as indicated by official statistics of the Department of Agriculture, during the twelve month period ending October 31 next preceding the calendar year for which the determination is being made, and shall make allowances for a deficiency or surplus in inventories of sugar, and changes in consumption, as computed from statistics published by agencies of the Federal Government with respect to inventories of sugar, population, and demand conditions; and in order that the regulation of commerce provided for under this Act shall not result in excessive prices to consumers, the Secretary shall make such additional allowances as he may deem necessary in the amount of sugar determined to be needed to meet the requirements of consumers, so that the supply of sugar made available under this Act shall not result in average prices to consumers in excess of those necessary to make the production of sugar beets and sugarcane as profitable on the average, per dollar of total gross income, as the production of the five principal (measured on the basis of acreage) agricultural cash crops in the United States.

SEC. 202. Whenever a determination is made, pursuant to section 201, of the amount of sugar needed to meet the requirements of consumers, the Secretary shall establish quotas, or revise existing quotas--

(a) For domestic sugar producing areas by prorating among such areas 55.33 per centum ^{1/} of such amount of sugar on the following basis ^{2/}:

-
- 1/ Which represents the per centum of the total sugar quotas of all such areas on March 1, 1937, under the Agricultural Adjustment Act, as amended.
 - 2/ Which represents the division of quotas among such areas on March 1, 1937, under the provisions of the Agricultural Adjustment Act, as amended, after increasing the quotas for the mainland cane sugar producing area and for the Virgin Islands to amounts equal to the average estimated production of such areas during the highest three years of production in the period 1925-1936, inclusive, and deducting such increases pro rata from the quotas on March 1, 1937, of the other domestic sugar producing areas.

<u>Area</u>	<u>Per Centum</u>
Domestic Beet Sugar	42.45
Mainland Cane Sugar	9.74
Hawaii	25.69
Puerto Rico	21.87
Virgin Islands	.25

(b) For foreign countries, and the Commonwealth of the Philippine Islands, by prorating 44.67 per centum 1/ of such amount of sugar on the following basis:

<u>Area</u>	<u>Per Centum</u>
Commonwealth of the Philippine Islands	34.70
Cuba	64.41
Foreign countries other than Cuba	.89

The quota for foreign countries other than Cuba shall be prorated among such countries on the basis of the division of the quota for such countries made in General Sugar Quota Regulations, Series 4, No. 1, issued December 12, 1936, pursuant to the Agricultural Adjustment Act, as amended.

SEC. 203. In accordance with the applicable provisions of section 201, the Secretary shall also determine the amount of sugar needed to meet the requirements of consumers in the Territory of Hawaii, and in Puerto Rico, and shall establish quotas for the amounts of sugar which may be marketed for local consumption in such areas equal to the amounts determined to be needed to meet the requirements of consumers therein.

SEC. 204. (a) The Secretary shall, as he deems necessary during the calendar year, determine whether, in view of the current inventories of sugar, the estimated production from the acreage of sugarcane or sugar beets planted, the normal marketings within a calendar year of new-crop sugar, and other pertinent factors, any domestic area, the Commonwealth of the Philippine Islands, or Cuba, will be unable to market the quota for such area. If the Secretary finds that any domestic area or Cuba will be unable to market the quota for such area for the calendar year then current, he shall revise the quotas for the domestic areas and Cuba by prorating an amount of sugar equal to the deficit so determined to the other such areas, on the basis of the quotas then in effect. Any portion of such sugar which the Secretary determines cannot be supplied by do-

1/ Which represents the per centum of the total sugar quotas of such countries on March 1, 1937, under the Agricultural Adjustment Act, as amended.

mestic areas and Cuba shall be prorated to foreign countries other than Cuba on the basis of the prorations of the quota then in effect for such foreign countries. If the Secretary finds that the Commonwealth of the Philippine Islands will be unable to market the quota for such area for the calendar year then current, he shall revise the quota for foreign countries other than Cuba by prorating an amount of sugar equal to the deficit so determined to such foreign countries, on the basis of the prorations of the quota then in effect for such countries: Provided, however, That the quota for any domestic area, the Commonwealth of the Philippine Islands, or Cuba or other foreign countries, shall not be reduced by reason of any determination made pursuant to the provisions of this subsection.

(b) If, on the 1st day of September in any calendar year, any part or all of the proration to any foreign country of the quota in effect on the 1st day of July in the same calendar year for foreign countries other than Cuba, has not been filled, the Secretary may revise the proration of such quota among such foreign countries, by prorating an amount of sugar equal to such unfilled proration to all other such foreign countries which have filled their prorations of such quota by such date, on the basis of the prorations then in effect.

SEC. 205. (a) Whenever the Secretary finds that the allotment of any quota, or proration thereof, established for any area pursuant to the provisions of this Act, is necessary to assure an orderly and adequate flow of sugar or liquid sugar in the channels of interstate or foreign commerce, or to prevent disorderly marketing or importation of sugar or liquid sugar, or to maintain a continuous and stable supply of sugar or liquid sugar, or to afford all interested persons an equitable opportunity to market sugar or liquid sugar within any area's quota, after such hearing and upon such notice as he may by regulations prescribe, he shall make allotments of such quota or proration thereof by allotting to persons who market or import sugar or liquid sugar, for such periods as he may designate, the quantities of sugar or liquid sugar which each such person may market in continental United States, the Territory of Hawaii, or Puerto Rico, or may import or bring into continental United States, for consumption therein. Allotments shall be made in such manner and in such amounts as to provide a fair, efficient, and equitable distribution of such quota or proration thereof, by taking into consideration the processings of sugar or liquid sugar from sugar beets or sugarcane to which proportionate shares, determined pursuant to the provisions of subsection (b) of section 302, pertained; the past marketings or importations of each such person; or the ability of such person to market or import that portion of such quota or proration thereof allotted to him. The Secretary may also, upon such hearing and notice as he may by regulations prescribe, revise or amend any such allotment upon the same basis as the initial allotment was made.

(b) An appeal may be taken, in the manner hereinafter provided, from any decision making such allotments, or revision thereof, to the United States Court of Appeals for the District of Columbia in any of the following cases:

(1) By any applicant for an allotment whose application shall have been denied.

(2) By any person aggrieved by reason of any decision of the Secretary granting or revising any allotment made to him.

(c) Such appeal shall be taken by filing with said Court within 20 days after the decision complained of is effective, notice in writing of said appeal and a statement of the reasons therefor, together with proof of service of a true copy of said notice and statement upon the Secretary. Unless a later date is specified by the Secretary as part of his decision, the decision complained of shall be considered to be effective as of the date on which public announcement of the decision is made at the office of the Secretary in the City of Washington. The Secretary shall thereupon, and in any event not later than ten days from the date of such service upon him, mail or otherwise deliver a copy of said notice of appeal to each person shown by the records of the Secretary to be interested in such appeal and to have a right to intervene therein under the provisions of this section, and shall at all times thereafter permit any such person to inspect and make copies of appellants' reasons for said appeal at the office of the Secretary in the City of Washington. Within thirty days after the filing of said appeal the Secretary shall file with the court the originals or certified copies of all papers and evidence presented to him upon the hearing involved and also a like copy of his decision thereon and shall within thirty days thereafter file a full statement in writing of the facts and grounds for his decision as found and given by him and a list of all interested persons to whom he has mailed or otherwise delivered a copy of said notice of appeal.

(d) Within thirty days after the filing of said appeal any interested person may intervene and participate in the proceedings had upon said appeal by filing with the court a notice of intention to intervene and a verified statement showing the nature of the interest of such party together with proof of service of true copies of said notice and statement, both upon the appellant and upon the Secretary. Any person who would be aggrieved or whose interests would be adversely affected by reversal or modification of the decision of the Secretary complained of shall be considered an interested party.

(e) At the earliest convenient time the court shall hear and determine the appeal upon the record before it, and shall have power, upon such record, to enter a judgment affirming or reversing the decision and enter an order reversing the decision of the Secretary it shall remand the case to the Secretary to carry out the judgment of the court: Provided, however, That the review by the court shall be limited to questions of law and that findings of fact by the Secretary, if supported by substantial evidence, shall be conclusive unless it shall clearly appear that the findings of the Secretary are arbitrary or capricious. The court's judgment shall be final, subject, however, to review by the Supreme Court, of the United States upon writ of certiorari on petition therefor, under Section 347 of Title 28 of the United States

Code, by appellant, by the Secretary, or by any interested party intervening in the appeal.

(f) The court may, in its discretion, enter judgment for costs in favor of or against an appellant, and other interested parties intervening in said appeal, but not against the Secretary, depending upon the nature of the issues involved in such appeal and the outcome thereof.

(g) The Government of the Commonwealth of the Philippine Islands shall make allotments of any quota established for it pursuant to the provisions of this Act on the basis specified in section 6 (d) of Public Law Numbered 127, approved March 24, 1934.

SEC. 206. Until sugar quotas are established pursuant to this Act for the calendar year 1937, which shall be within sixty days after its enactment, the quotas determined by the Secretary in General Sugar Quota Regulations, Series 4, Number 1, issued December 12, 1936, pursuant to the provisions of the Agricultural Adjustment Act, as amended, shall remain in full force and effect.

SEC. 207. (a) Not more than 22 per centum of the quota for sugar for Cuba for any calendar year may be filled by direct-consumption sugar.

(b) Not more than 80,214 short tons, raw value, of the quota for the Commonwealth of the Philippine Islands for any calendar year may be filled by direct-consumption sugar.

SEC. 208. Quotas for liquid sugar for foreign countries for each calendar year are hereby established as follows:

<u>Country</u>	<u>In terms of wine gallons of 72% total sugar content</u>
Cuba	7,970,558
Dominican Republic	830,894
Other foreign countries ...	0

The quantities of liquid sugar imported into the continental United States during the calendar year 1937, prior to the enactment of this Act, shall be charged against the quotas for the calendar year 1937 established by this section.

SEC. 209. All persons are hereby prohibited--

(a) From bringing or importing into the continental United States from the Territory of Hawaii, Puerto Rico, the Virgin Islands, the Commonwealth of the Philippine Islands, or foreign countries, any sugar or liquid sugar after the quota for such area, or the pro-
ration of any such quota, has been filled;

(b) From shipping, transporting, or marketing in interstate commerce, or in competition with sugar or liquid sugar shipped,

transported, or marketed in interstate or foreign commerce, any sugar or liquid sugar produced from sugar beets or sugarcane grown in either the domestic beet sugar area or the mainland cane sugar area after the quota for such area has been filled;

(c) From marketing in either the Territory of Hawaii or Puerto Rico, for consumption therein, any sugar or liquid sugar after the quota therefor has been filled;

(d) From exceeding allotments of any quota or proration thereof made to them pursuant to the provisions of this Act.

SEC. 210. (a) The determinations provided for in sections 201 and 203, and all quotas, prorations, and allotments, except quotas established pursuant to the provisions of section 208, shall be made or established in terms of raw value.

(b) For the purposes of this title, liquid sugar, except that imported from foreign countries, shall be included with sugar in making the determinations provided for in sections 201 and 203 and in the establishment or revision of quotas, prorations, and allotments.

SEC. 211. (a) The raw-value equivalent of any sugar or liquid sugar in any form, including sugar or liquid sugar in manufactured products, exported from the continental United States under the provisions of section 313 of the Tariff Act of 1930 shall be credited against any charges which shall have been made in respect to the applicable quota or proration for the country of origin. The country of origin of sugar or liquid sugar in respect to which any credit shall be established shall be that country in respect to importation from which drawback of the exported sugar or liquid sugar has been claimed. Sugar or liquid sugar entered into the continental United States under an applicable bond established pursuant to orders or regulations issued by the Secretary, for the express purpose of subsequently exporting the equivalent quantity of sugar or liquid sugar as such, or in manufactured articles, shall not be charged against the applicable quota or proration for the country of origin.

(b) Exportation within the meaning of sections 309 and 313 of the Tariff Act of 1930 shall be considered to be exportation within the meaning of this section.

(c) The quota established for any domestic sugar producing area may be filled only with sugar or liquid sugar produced from sugar beets or sugarcane grown in such area: Provided, however, That any sugar or liquid sugar admitted free of duty from the Virgin Islands under the Act of Congress, approved March 3, 1917 (39 Stat. 1133), may be admitted within the quota for the Virgin Islands.

SEC. 212. The provisions of this title shall not apply to (1) the first ten short tons, raw value, of sugar or liquid sugar imported from any foreign country, other than Cuba, in any calendar year; (2) the first ten short tons, raw value, of sugar or liquid

sugar imported from any foreign country, other than Cuba, in any calendar year for religious, sacramental, educational, or experimental purposes; (3) liquid sugar imported from any foreign country, other than Cuba, in individual containers of such capacity as the Secretary may determine, not in excess of one and one-tenth gallons each; or (4) any sugar or liquid sugar imported, brought into, or produced or manufactured in the United States for the distillation of alcohol, or for livestock feed, or for the production of livestock feed.

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WASHINGTON

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U. S. Department of Agriculture

July 7, 1937

MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

Definite drouth areas with consequent crop failures have developed in certain portions of the Great Plains. These distressed regions are calling upon the Department of Agriculture for assistance. It therefore seems desirable to set up a committee to deal with "distressed areas due to drouth in 1937".

I am hereby appointing the following to serve as members of the committee:

Paul H. Appleby, Office of the Secretary, (Chairman)
J. B. Hutson, Agricultural Adjustment Administration
Dillon Myer, Soil Conservation Service
A. G. Black, Bureau of Agricultural Economics
C. W. Warburton, Extension Service.

Heretofore, drouth areas have been designated by the Extension Service and the Division of Crop Estimates of the Bureau of Agricultural Economics. It seems desirable this year that the designations be made by the Drouth Committee of the Department. It is recommended, however, that Committee work out an arrangement whereby the Extension Service and the Crop Estimates Division will supply information regarding drouth conditions to the Committee.

The Committee should also formulate an appropriate designation for drouth areas. A suggestion has been made that these be termed "distressed areas".

M. L. Wilson
Acting Secretary of Agriculture

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON D. C.

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August 11, 1937

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

At the direction of the Secretary, the department Committee on SCS Research Projects comprising Dr. Jardine, Dr. Lowdermilk and Mr. Eisenhower created in memorandum of June 6, 1935, is herewith discontinued. Since the establishment of the committee Dr. Jardine has been made Director of Research, and he will be in a position hereafter to handle this matter in that capacity.

Paul H. Appleby

Paul H. Appleby
Assistant to the Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

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September 25, 1937.

MEMORANDUM FOR: Dr. J. T. Jardine, Experiment Stations
Dr. M. A. McCall, Plant Industry
Dr. A. G. Black, Agricultural Economics
Mr. M. L. Nichols, Soil Conservation Service
Mr. E. W. Wiecking, Land Use Coordination
Dr. C. E. Kellogg, Chemistry and Soils
Mr. W. W. McLaughlin, Agricultural Engineering

I have today approved in a separate memorandum a coordinated procedure for making soil and erosion surveys. I hope that under the new plan the Department and cooperating State agencies can move forward more rapidly in obtaining accurately and efficiently the information on soils, slope, degree of erosion, and other physical factors which we need for land-use planning, research, and other purposes.

This improvement in survey procedure emphasizes another need - that of coordinating the basic soils work of the Department. Various phases of soils research are now conducted in at least four bureaus. This in itself is not to be condemned; many research programs cross bureau lines. But apparently the present disorganization in soils research is causing that research to lag just at a time when basic soils information is most needed. The difficulty may be in the way the work is organized, it may be in our failure to have sufficiently close cooperation between the agencies which handle different aspects of soils research, or it may be that the principal difficulty is inadequate funds.

I should like to have the officials to whom this memorandum is addressed study this whole question and report to me as soon as possible. I am asking Doctor Jardine to serve as Chairman of the Committee.

Sincerely yours,

H. A. Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 25, 1937.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES.

Memorandum No. 733, dated September 1, 1937, brought together in the Bureau of Agricultural Economics the research, planning, service, and administrative functions which relate to the formulation and development of a program of land conservation and land utilization, as that program is defined in section 31 under Title III of the Bankhead-Jones Farm Tenant Act.

Title III directs the Secretary of Agriculture "to develop a program of land conservation and land utilization, including the retirement of lands which are submarginal or not primarily suitable for cultivation, in order thereby to correct maladjustments in land use, and thus assist in controlling soil erosion, * * * protecting the watersheds of navigable streams, and protecting the public lands, health, safety, and welfare."

Because this program will affect significantly many of the major land use programs of the Department, I am setting forth in this memorandum some of the broader policies and procedures which will govern the work.

It seems necessary to emphasize that the primary objective of the land purchase portions of the Title is to correct maladjustments in land use, by the purchase and adaptation to its most beneficial use of submarginal land and land not primarily suitable for cultivation. Congress did not authorize the Department to use the funds (\$50,000,000 authorized over a three-year period) to purchase lands other than those that are submarginal or not primarily suitable for cultivation.

The Department has heretofore had authority to purchase land for specific purposes, including land for experimental, forest, wildlife, and other purposes. But none of these purchase programs was directed specifically toward the retirement of farm land not suitable for cultivation. Funds from various emergency acts were so employed by the F.E.R.A. and subsequently by the Resettlement Administration. But there is some distinction between the program previously handled under such emergency funds and that authorized by Title III. Among other things, the former program was designed to provide considerable relief employment, and development plans were consequently somewhat

more extensive than they will be under the new program. Also, some types of land were purchased under the authority of the emergency grants which cannot be purchased under the Bankhead-Jones Act.

Major Purpose of This Program

The program of land acquisition and development now authorized will be directed primarily toward changing, by means of public purchase, existing patterns of land occupancy and consequent agricultural use which cause, or are likely to cause, rural poverty, waste of public funds, unduly expensive or inefficient local government, or waste or misuse of the land resources.

The term "retirement" used in the Act clearly implies shifting land which is submarginal in its present use or not primarily adapted to cultivation, to a use for which it is physically and economically better suited. In other words, modification of existing patterns of use and occupancy, which are inimical to the public welfare and to the welfare of the people now occupying the land, is the most important consideration in the selection of land to be purchased under Title III. Naturally, however, land retired from cultivation will be employed for forests, recreational areas, wildlife refuges, controlled range, and other purposes for which it is best suited and which will promote the general welfare.

The changes in land occupancy and use will conform to a plan of land use adjustment for a given area, carefully formulated in cooperation with the appropriate State and local agencies, as discussed below. Land will not be purchased haphazardly here and there. Each purchase project will be selected so as to permit the efficient use and administration of the land purchased, contribute to an improvement in the economy of the entire area, and prevent the waste or misuse of the land.

While the land acquired will generally be land which is employed in agriculture and occupied at the time of purchase, occasionally some intervening or adjoining unoccupied land, or land not then being used for agriculture, may be purchased, to facilitate efficient operation and conservation of the area as a whole. In the Great Plains, for example, considerable areas of land, which are definitely submarginal, are unoccupied and in various stages of abandonment or disuse. Most of these lands are absentee owned. Some of them may be farmed one year by "suitcase farmers" and allowed to lie idle the next. Some of them may be completely abandoned fields or pastures. Frequently, soil drifting from them ruins adjacent occupied lands. Public

acquisition of such lands appears to offer the only means of restoring them to efficient use, and in some instances, of preventing them from being a menace to surrounding lands.

Coordination of Land Acquisition with
Other Land Utilization Programs

A program of acquisition of submarginal farm land cannot be fully effective in correcting maladjustments in land use unless corollary measures are taken by Federal, State, and local agencies and by farmers themselves to guide land use into desirable channels. Because of financial and other considerations, it obviously will not be feasible for the Federal Government to acquire all of the land in all of the problem areas in order to insure its efficient use and conservation. In such areas, all Federal programs must, of course, function harmoniously and be directed toward common objectives. Further, various measures of conservational control and guidance need to be adopted by State and local governments for the land that remains in private ownership, and coordination of Federal and State programs is essential if the problem of bringing about better land use is to be attacked effectively. The Federal purchase program, if properly integrated with State and local land use measures, can be of great assistance as, for example, in purchasing the lands of "non-conforming users" in zoned areas which are special sore spots in the State due to the scattered pattern of settlement and consequent high cost of local government services.

Accordingly, special consideration will be given to the purchase of submarginal farm lands:

1. Where such purchases, in addition to meeting the requirements of Title III, will also forward other land use programs with which the Department is concerned, such as, for example, the programs for soil conservation, flood control, etc.

2. Where the land use adjustment objectives of the program will be extended to related lands not purchased under the Act, through the application thereto of other Federal, State, or local measures for conservational control, as, for example, in:

- (a) Areas zoned against agricultural settlement
- (b) Areas where soil conservation districts have been organized or have petitioned for organization
- (c) Areas where the State is applying a vigorous policy of retaining tax-delinquent lands in

public hands, with suitable conservation protection

(d) National or State forest areas

(e) Areas devoted to National or State wildlife refuges

(f) National or State parks and recreational areas

(g) Areas in which Federal, State or cooperative grazing districts have been organized

(h) Indian reservations

3. Where the unpurchased lands within a proposed project area are of such a physical character that they probably would not be settled in any event, although remaining in private ownership.

Administration

The Bureau of Agricultural Economics, in cooperation with the Office of Land Use Coordination, will, in advance of purchase so far as possible, arrange for administration of lands by the appropriate Federal, State or local agency. Assignment of lands to non-Federal agencies will be by lease, license, or cooperative agreement. But the Bureau of Agricultural Economics will not retain even indirect administrative responsibility (custodianship) for lands assigned to other Federal agencies, or to non-Federal agencies when other Federal agencies are in a better position to assume custodianship. In transferring lands to other agencies, the Bureau of Agricultural Economics will require such safeguards regarding the future use of the lands transferred as seem necessary to carry out the purposes of Title III.

Development

The land acquired will be developed in order "to adapt it to its most beneficial use." As indicated above, the general use to which the land is to be put and the selection of the agency to administer the land will be determined, so far as practicable, before the land is purchased. Thereafter, the details of the development program and of the administration of the land for its new uses will be decided in consultation with the proposed administrative agency. Development costs must necessarily be held to a minimum. However, there will no doubt be many opportunities to prepare plans for the further development of such lands, these plans to be quickly available in times of depression as a reserve reservoir of unemployment relief projects.

The work of developing the lands will be undertaken by whatever bureau is best situated to handle it as determined by technical location, availability of personnel, equipment, location of field offices, and other considerations. In effecting such developments the employment of those in need within the community will be given consideration. If a Federal or State program of work relief is in operation, cooperation with such program to the extent of useful employment on the lands acquired will be considered. Consideration may also be given to the temporary employment of vendors of land in need of relief. Developments planned and executed, however, must conform to sound principles of land utilization. It may be necessary at times to employ non-relief labor, or combinations of relief and non-relief labor.

Assistance to Families Residing on Lands Purchased

Every consideration will be given to assisting families residing on land purchased to find new opportunities elsewhere. Opportunities for permanent work in the area in connection with the new uses of the land will be utilized to the fullest practical extent. The Department will endeavor to put families needing credit or other financial assistance in touch with Federal or State agencies as may have means at their command to render such aid. On these matters as well as on debt adjustment and rehabilitation problems, the Bureau of Agricultural Economics will consult officials of the Farm Security Administration.

It is also important that families vacating submarginal farms in one area do not establish new submarginal farms elsewhere. Field employees, therefore, will endeavor to guide such families so that if they purchase or rent new farms, it will be in super-marginal areas. Field employees will maintain close contact with State agricultural colleges and extension services, county agents, and rural rehabilitation supervisors to see that families facing the problem of relocation may be given the most effective help by all agencies.

Within the limits of the funds available, the Farm Security Administration will provide the necessary debt adjustment, rehabilitation, and related assistance. This will require a definite procedure in cooperation as indicated in this memorandum under the heading "Procedure and Departmental Clearance."

Federal-State Cooperation

As authorized in Title III, the Department of Agriculture will cooperate with "Federal, State, Territorial, and other public agencies in developing plans for a program of land conservation and land utilization." It is especially important that the Department obtain, in each State, the highest possible degree of participation and consultation by specialists who work with the Department on related land-use programs. In this, the Department will look primarily to the State Agricultural Colleges and Experiment Stations.

A number of things that need to be done to make this land program effective can be done only by the State governments. The Federal Government is without constitutional power to achieve some of the land-use adjustments which are imperative. Thus, we must look to the State legislatures, rather than to Congress, for the adoption of rural zoning laws, soil conservation district laws, adjustments in taxation on farm real estate, modification in tax-delinquency laws, laws governing the organization of grazing associations, and laws regulating the reciprocal rights and obligations of farm landlord and farm tenant - to mention only a few outstanding instances. In many cases it will be necessary, also, to secure the cooperation of the counties or other local units of government to supplement the State statutes, as in the adoption of county rural zoning ordinances under State enabling legislation.

Procedure and Departmental Clearance

In Memorandum No. 733, I pointed out that many of the bureaus and agencies of the Department are directly interested in a program of land utilization, including the retirement of submarginal lands. That memorandum therefore said:

"In order to assure the formulation and administration of that program with adequate consideration of the relationship of that program to the functions of all agencies in the Department, the Chief of the Bureau of Agricultural Economics will advise and consult with the Coordinator of Land Use Planning in the administration of the activities covered by this memorandum. Lands proposed for acquisition under this program shall be cleared with the Coordinator, before acquisition is undertaken, under such procedure as may be established by the Coordinator and the Chief of the Bureau of Agricultural

Economics. The heads of all agencies of the Department who may wish to recommend action under this program in connection with the work of their agencies shall submit their proposals to the Coordinator, who shall endeavor, in cooperation with the Chief of the Bureau of Agricultural Economics, to give effect to such proposals, insofar as such action may be desirable."

The Chief of the Bureau of Agricultural Economics and the Coordinator of Land Use Planning have developed tentative procedures for the departmental clearance indicated above. All bureaus which wish to submit suggestions should do so in the light of the policies established by this memorandum. This will save time and avoid confusion. Though most lands will be selected for purchase directly in connection with the planning of a land utilization program as authorized in Title III, at the same time this in now way excludes from consideration lands which it appears should be purchased in furthering erosion-control, rehabilitation, wildlife, flood control, and other programs, provided they also conform to the policies established here. For example, a land-use program in the Southern Great Plains may require the purchase of considerable land; this should harmonize with the Department's coordinated program for the area, and the lands purchased may help meet the needs of the Bureau of Biological Survey.

The Office of Land Use Coordination, responsible for the clearance of land purchases regardless of the program involved, will consider bureau proposals under Title III and will consult with the Chief of the Bureau of Agricultural Economics on such suggestions. The Coordinating Office, through the Liaison Board, and in other ways, will obtain departmental consideration of all proposals and projects, especially of those that affect the work of other bureaus. In clearing proposed projects it will consider, with the interested bureaus, among other things the following: (1) The physical and economic problems involved and the effect of specific purchases and developments on the general land-use pattern of the area; (2) the relationship of the purchase project to other land-use programs in the area; (3) the human problem involved and the degree of assistance that might be given the people whose land is purchased; (4) the agency which should develop the land; (5) the agency which should administer the land.

Coordination in Washington of the various Federal agencies maintaining their headquarters here must be supplemented by coordination of the operations of the various field offices. The field staff of the Bureau of Agricultural Economics will, therefore, take the initiative in securing the cooperation of the respective field

staffs of the Soil Conservation Service, the Farm Security Administration, the Farm Credit Administration, and the other Federal, State and local agencies concerned whenever such co-operation is desirable as outlined in this memorandum.

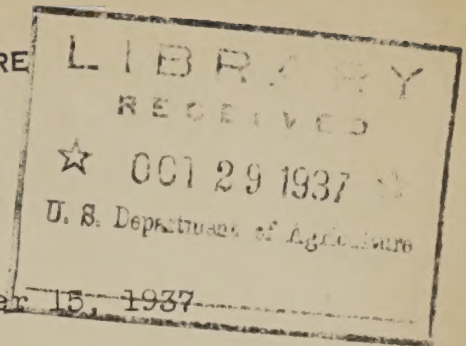
This effort to dovetail the land utilization and purchase program with other land-use efforts is naturally in the experimental stage. The policies established now are necessarily general, rather than specific, and suggestions for changes or refinement will be welcome.

Sincerely yours,

H A Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

The Acting Secretary's memorandum of July 12, 1937, establishing the Office of Land Use Coordination, pointed out that the Coordinating Office would take over from the Land Policy Committee the clearance and coordination of land purchases and the review and coordination of aerial photographic projects. The Office of Land Use Coordination is now prepared to take on this responsibility; accordingly, it is requested that hereafter all requests for clearance of land purchase or aerial photography be submitted directly to the Office of Land Use Coordination.

Heretofore, the details of clearing aerial photographic projects have been handled by the Land Policy Committee through a subcommittee on aerial photography. For the present, this subcommittee will continue to function, but will assist the Office of Land Use Coordination rather than the Land Policy Committee.

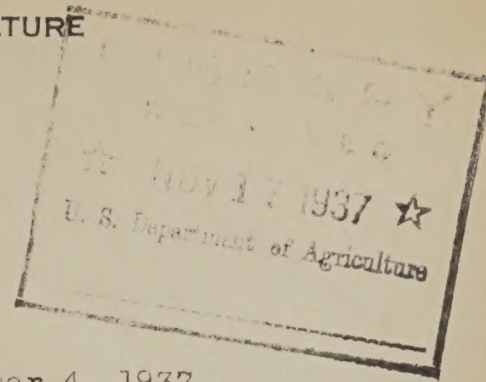
As implied in the Acting Secretary's memorandum of July 12, the Land Policy Committee will continue to function, with the Coordinator of Land Use Planning acting as its executive officer.

A handwritten signature in cursive script, reading "Paul H. Appleby".

Paul H. Appleby,
Assistant to the Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



November 4, 1937

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

In response to an invitation from the Farm Credit Administration, I am glad to announce the appointment of a joint committee between that agency and the Department of Agriculture to develop still further the excellent cooperative relationships now existing, and especially to promote closer coordination between the two organizations in the field of land use and related policies and programs.

The following have been designated to represent the Department:

E. H. Wiecking, Assistant Coordinator of Land
Use Planning, Chairman
F. F. Elliott, Director, Program Planning
Division, AAA
Paul V. Maris, Director, Tenant Purchase
Division, FSA
B. R. Stauber, In Charge, Land Policy Coordination,
Office of Land Use Coordination, Secretary and
Liaison Officer.

The Farm Credit Administration has designated the following representatives:

P. L. Gaddis, Deputy Land Bank Commissioner,
Chairman
W. J. McAnelly, Deputy Land Bank Commissioner
(Alternate, Dr. Carl Colvin, Assistant Deputy
Land Bank Commissioner)
E. C. Johnson, Chief Economist
H. L. Spratt, Attorney, Land Bank Section, Legal
Division, Secretary and Liaison Officer.

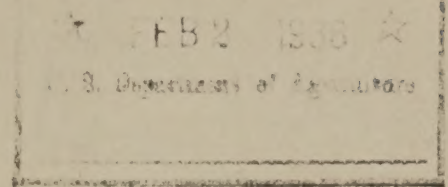
H. A. Wallace

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.



January 11, 1938

MEMORANDUM FOR CHIEFS OF BUREAUS AND HEADS OF OFFICES:

The following personnel appointments and changes have been made, effective January 16, 1938:

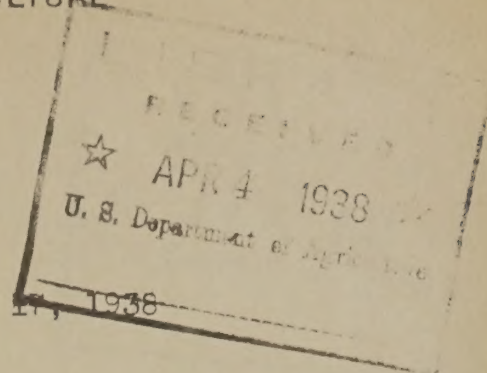
Roy F. Hendrickson, at present Director of Economic Information, Bureau of Agricultural Economics, has been appointed Assistant Director of Personnel for the Department.

John R. Fleming, at present Assistant Director of Information for the Department, has been appointed Director of Economic Information, Bureau of Agricultural Economics.

Morse Salisbury, at present Chief of the Radio Service, Office of Information, is detailed to serve as Acting Assistant Director of Information for the Department, and Wallace L. Kadderly of the Radio Service will be Acting Chief of Radio for the present.

W. A. Wallace
Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



March 17, 1938

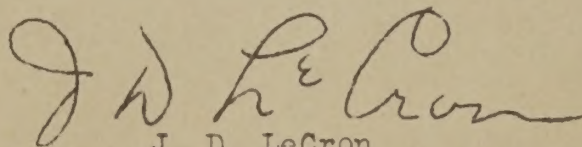
MEMORANDUM TO ALL BUREAU CHIEFS AND ADMINISTRATORS

The Secretary would like to assemble some examples of instances when bureau decisions on hot problems in which great pressure was involved have resulted in triumphs for the General Welfare as distinct from the special interests involved.

An instance of what is meant might be the decision of the Forest Service gradually to curtail grazing in the national forests in the face of much opposition from local livestock interests.

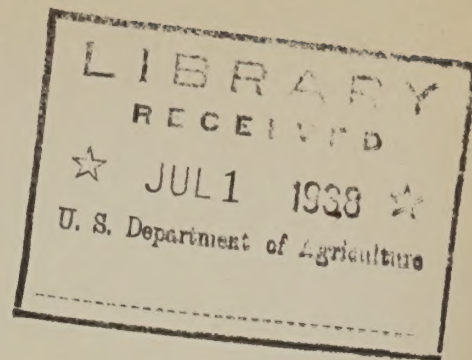
The Secretary would like to have two such examples from each bureau, each briefly described on one sheet of paper. In describing each instance attention should be given to stating the keenness of the pressure; how the bureau made the pressure groups see the light; how long it took before they did see the light; whether the decision is now generally recognized as wise. He would like also some comment as to the bureau's opinion on the best methods of meeting pressure groups: whether by firm decision at the beginning, by conciliatory attitudes, by compromise, etc.

The Secretary would like to have your memoranda in his hands by Wednesday, March 23.



J. D. LeCron
Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



June 10, 1938

TO ALL CHIEFS OF BUREAUS AND OFFICES

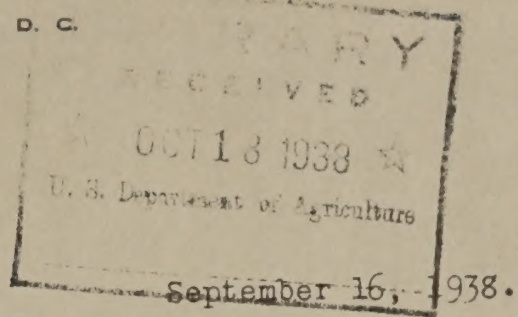
Effective July 1, 1938, Dr. Warner W. Stockberger
is appointed as Special Adviser to the Secretary.

Effective July 1, 1938, Roy F. Hendrickson is
appointed Director of Personnel.

H. Wallace
Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

Subject: Designation of Acting Chief, Weather Bureau

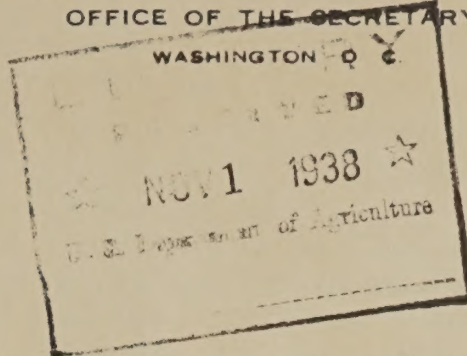
Dr. Charles C. Clark is designated as Acting Chief of the Weather Bureau, effective at once, vice Dr. W. R. Gregg, deceased.

In the absence of Dr. Clark, Mr. William Weber is designated and authorized to act as Acting Chief.

H. A. Wallace
Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY



October 13, 1938.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

To effectuate the purposes of Section 1(3) of Memorandum No. 783, Section 1(a) of Memorandum No. 784, and Section 1(a) of Memorandum No. 789, the following designations are approved effective October 16, 1938:

Messrs. C. W. Kitchen and F. J. Hughes:-

As Associate Chief and Acting Chief, respectively, of the Bureau of Animal Industry for the administration of the programs conducted under the provisions of the Packers and Stockyards Act;

As Associate Chief and Acting Chief, respectively, of the Bureau of Plant Industry for the Administration of the programs conducted under the provisions of the Federal Seed Act;

As Associate Chief and Acting Chief, respectively, of the Bureau of Dairy Industry for the administration of the Dairy Products for Export Act.

Dr. Eugene C. Auchter and Mr. H. A. Allanson:-

As Associate Chief and Acting Chief, respectively, of the Bureau of Chemistry and Soils for the administration of the programs and activities of the Division of Soil Chemistry and Physics, the Division of Soil Survey, and the unit conducting research relative to plant mineral constituents derived from soils.

Dr. Henry C. Knight and Mr. Henry A. Donovan:-

As Associate Chief and Acting Chief, respectively, of the Bureau of Agricultural Engineering for the administration of the programs and activities of the Bureau of Agricultural Engineering.

The Chief of the Bureau of Agricultural Economics, the Chief of the Forest Service, the Administrator of the Agricultural Adjustment

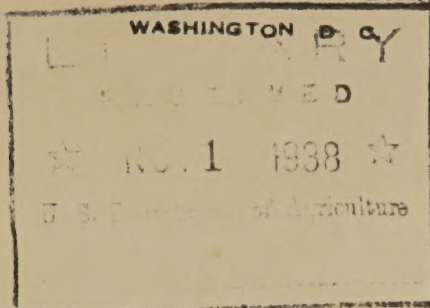
Administration, the Chief of the Soil Conservation Service, the Chief of the Bureau of Animal Industry, the Chief of the Bureau of Plant Industry, the Chief of the Bureau of Dairy Industry, and the Chief of the Bureau of Chemistry and Soils, are authorized to designate (with the specific approval of the Secretary or Acting Secretary of Agriculture) such certifying officers as may be necessary to carry out the purposes of Memoranda Nos. 782, 783, 784, 785, and 789.

M. L. Wilson

Acting Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY



October 19, 1938.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Pursuant to the recommendation made on June 24, 1938, by a special departmental committee to consider the future of the Graduate School, there is hereby established the General Administration Board for the Department Graduate School.

This Board shall meet regularly, at least quarterly; and its functions shall include; Review and approval of the program and curriculum of the School; the preparation of an annual report to the Secretary, including a financial statement; recommendation to the Secretary of persons to serve as Director and Assistant Directors of the Graduate School; planning the future development of the School in an effort to serve as fully and effectively as possible future departmental needs.

The General Administration Board is authorized to formulate its own by-laws, rules and procedures for carrying out the functions enumerated above, and such others as are generally recognized as within the scope of such a board. The following are appointed as members of the General Administration Board:

Roy F. Hendrickson, Director of Personnel, Chairman
James T. Jardine, Director of Research
H. R. Tolley, Chief, Bureau of Agricultural Economics
Henry G. Knight, Chief, Bureau of Chemistry & Soils
E. C. Auchter, Chief, Bureau of Plant Industry
Peter Keplinger, Forest Service
Winston B. Stephens, Farm Security Administration
A. G. Black, Director, Marketing and Regulatory Work
W. W. Stockberger, Special Advisor to the Secretary.

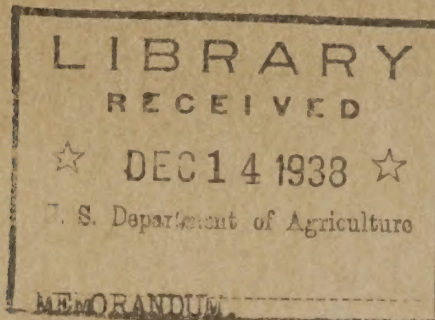
Harry L. Brown
Acting Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.



November 30, 1938.

1. The Foreign Agricultural Service is hereby transferred to and made a part of the Office of the Secretary and is authorized and directed, subject to the general supervision and direction of the Secretary of Agriculture, to administer the provisions of the Act of Congress approved June 5, 1930 (46 Stat. 497).

2. Mr. L. A. Wheeler is appointed Chief of the Foreign Agricultural Service.

3. (a) The personnel and functions of the Division of Foreign Agricultural Service of the Bureau of Agricultural Economics are transferred to the Foreign Agricultural Service in the Office of the Secretary.

(b) The positions heretofore established in the Division of Foreign Agricultural Service of the Bureau of Agricultural Economics shall not be affected by this transfer, except as indicated in paragraph numbered 2 above.

4. The provisions of rules and regulations heretofore issued with respect to the Division of Foreign Agricultural Service of the Bureau of Agricultural Economics and the administration of the Act of June 5, 1930, shall continue in force and effect until the further order of the Secretary.

5. This memorandum shall be effective on and after December 1, 1938.

H. Wallace

Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

JAN 4 1939
U. S. Department of Agriculture
December 5, 1938.

To AAA Committees in Charge of Cotton,
Tobacco, and Rice Referenda:

Within a few days farmers in your county will be voting in the referenda which have been scheduled on the 1939 cotton, tobacco, and rice marketing quotas proclaimed under the authority of the Agricultural Adjustment Act of 1938.

These referenda are exceedingly important for American agriculture because they are a test of this new method of economic democracy. The referendum is the method established in the Act through which farmers can decide, as a group, whether or not they wish marketing controls.

What farmers decide is strictly up to them. For the last few weeks they have discussed all sides of the questions involved in marketing quotas. You have already received instructions for conducting the referendum in a fair and impartial manner. I am confident that every committeeman realizes that the success of the referendum method depends heavily upon impartiality of the balloting procedure, and that each will do his best to make sure that such procedure is followed.

The right to a voice in determining how the farm program is to operate is a hard-won privilege, and one that farmers should guard jealously. It is a privilege that farmers cannot exercise in most other phases of our economic life, such as tariff making and freight rate making. The referendum is a tool which farmers are learning to use in an economic democracy aimed at giving them the greatest possible voice in administration of farm programs. It is imperative that this democratic tool be used in a democratic way.

Sincerely,

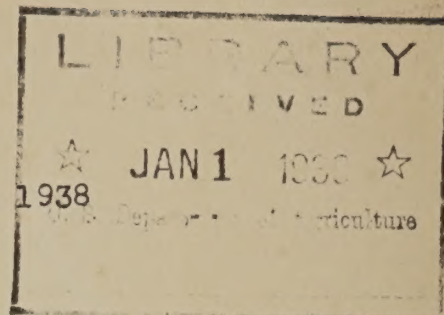
H. A. Wallace

Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 14, 1938



MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

Subject: Designation of Acting Chief, Weather Bureau

By direction of the President, Commander Francis Wilton Reichelderfer, on detail from the Navy Department, is designated as Acting Chief of the Weather Bureau, effective December 15, vice Dr. W. R. Gregg, deceased.

Dr. Charles C. Clark, Assistant Chief, who on September 16 was designated as Acting Chief of the Bureau, will resume his status as Assistant Chief, and is designated as Acting Chief in the absence of Commander Reichelderfer. In the absence of both Commander Reichelderfer and Dr. Clark, Mr. William Weber is designated and authorized to act as Acting Chief.

H A Wallace

Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

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☆ JAN 31 1939 ☆

U. S. Department of Agriculture January 19, 1939

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

To effectuate the purposes of Section 1 of Memorandum No. 799, the following designations are approved, effective January 2, 1939.

Dr. H. H. Bennett and Mr. F. J. Hopkins:-

As Associate Chief and Acting Chief, respectively, of the Bureau of Agricultural Engineering for the administration of that part of the work of the Divisions of Irrigation and Drainage of the Bureau of Agricultural Engineering, which relates to investigations, experiments and demonstrations in connection with the construction and hydrologic phases of farm irrigation and land drainage.

Dr. Bennett is authorized to designate (with the specific approval of the Secretary or acting Secretary of Agriculture) such certifying officers as may be necessary to carry out the purposes of Memorandum No. 799.

H. A. Wallace

Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

FEB 13 1939

January 31, 1939.

Soil Conservation Service
Forest Service
MEMORANDUM FOR CHIEFS OF: Bureau of Agricultural Economics
Extension Service
Office of Land Use Coordination

In order to clear up any possible misunderstanding of that part of the reorganization of the Department of Agriculture which affects farm forestry (Memorandum #785, dated October 6, 1938), the following instructions are issued for the guidance of the appropriate bureaus and offices.

Memorandum #785 included the following statement: "The Soil Conservation Service is authorized and directed to administer the programs undertaken by the Department pursuant to the provisions of the Cooperative Farm Forestry Act." This action was one of the changes needed in order to consolidate in a single agency responsibility for all erosion control, flood control, water facility, and related activities that involve actual physical work on farm lands.

The Department now has three agencies engaged in physical operations on land -- Forest Service, Bureau of Biological Survey, and Soil Conservation Service. Each has fairly complete administrative jurisdiction in given areas; at the same time, each depends on many other branches of the Department for certain subject matter or services. Thus the Forest Service looks to the Bureau of Biological Survey and Bureau of Plant Industry for assistance, as does the Soil Conservation Service. In short, "territorial jurisdiction" does not imply duplication in research or related subject-matter fields.

Similarly, assignments to Soil Conservation Service of programs for the promotion of forestry on farms does not authorize, and should not cause, the development of a second forestry agency, any more than the management and conservation of wildlife on the forest lands by the Forest Service implies the development of a duplicate wildlife agency in the Department.

The Soil Conservation Service is accordingly given responsibility for the farm forestry program as one of the phases of the Department's action program on farm lands. Farm forestry is practiced on "farm woodland." The following definitions of "farm woodland" and "non-farm forest land" may help make clear the physical limits of responsibility of the Soil Conservation Service and of the Forest Service:

"Farm woodland" is interpreted as any forest or potential forest land on farms or operated in connection with farms where the economy of the entire farm holding is based primarily on production of other than forest crops. (Hereafter referred to in general as farm forestry, in contrast to forest farming and forestry.)

"Non-farm forest land" is interpreted as any forest or potential forest land in holdings whose economy is based primarily on forest land and the products therefrom. (This therefore includes both forestry and forest farming.)

The Soil Conservation Service, cooperating especially with the Forest Service and the Extension Service, is to have direction of all farm forestry programs financed under the authority of the Cooperative Farm Forestry Act. This includes the action program on farms in cooperation with appropriate agencies in the States, and the coordination of all phases of a farm forestry program; the educational phases of the program will be conducted in cooperation with and through the Extension Service; the research program will be conducted cooperatively, as provided in the section below.

The Soil Conservation Service will annually prepare the estimates for appropriations under the Cooperative Farm Forestry Act, after consultation with the Farm Forestry Committee hereinafter established. It will represent the Department in all contacts affecting farm forestry.

The Forest Service will continue to be the Federal subject-matter authority in forestry and will continue to have responsibility for the administration of the national forestry program, including any forest farming program, as it applies to all non-farm forest lands. It is of course necessary that the Forest

Service be recognized as the technical authority in the Department responsible for guidance and leadership in the forestry programs of the nation. Therefore, the Soil Conservation Service should make use not only of the experience and technical guidance of the Forest Service in the execution of a farm forestry program, but also of its facilities in a fully cooperative effort.

The Soil Conservation Service will cooperate with the Forest Service in determining allocations of funds to State forestry agencies for the production and distribution of nursery stock which may be provided in appropriations under the Cooperative Farm Forestry Act, and such allocations, when determined, shall be made to the State agencies through the facilities of the Forest Service. This is necessary inasmuch as a portion of the money which may be available to States for the production and distribution of nursery stock is normally provided under the Clark-McNary Law administered by the Forest Service.

The Forest Service will have responsibility for conducting forestry research, and will cooperate with the Soil Conservation Service in the development of plans for such research work as may be carried out under the farm forestry program.

Farm forestry research will, of course, involve the principles of farm management as well as of silviculture. Therefore, whether a specific research project should be conducted under the leadership of the Forest Service or the Soil Conservation Service, or cooperatively, can be determined only on a project basis; these determinations shall be made cooperatively by the two agencies. Further, there will need to be cooperative arrangements with other agencies, including the Bureau of Agricultural Economics and the State Experiment Stations.

The Forest Service is now managing the Prairie States Forestry Project which is recognized as part of the action program in farm forestry. This project is at present financed from emergency funds; it should be limited to the territory upon which the project is now being operated, the boundaries of which should be jointly defined by the Forest Service and the Soil Conservation Service. Since this project is in reality a part of the farm forestry program of the Department it is important that the policies followed by the Forest Service in the administration of this project be consistent with the general farm forestry program for the nation and that it should be developed in the light of the needs of other land use programs in this area.

The Extension Service will carry out an educational program with such money as may be allocated for this purpose and will conduct such a program in accordance with the general plan developed for the promotion of farm forestry. In order to secure full coordination in the educational features of the farm forestry work, the Extension Service, in the expenditure of money in this field, from whatever source, will be guided by the provisions of the coordinated farm forestry program. Allocation of funds for educational work shall be made by the Soil Conservation Service in cooperation with the Extension Service, and funds allocated to the State Extension Services shall be handled through the facilities of the Extension Service.

The Bureau of Agricultural Economics will, in its general planning work for agriculture, always consider the place of forestry in the farm economy, and the Soil Conservation Service will manage the farm forestry program in such a way as to be wholly in harmony with the general land-use plans developed cooperatively by the Bureau of Agricultural Economics.

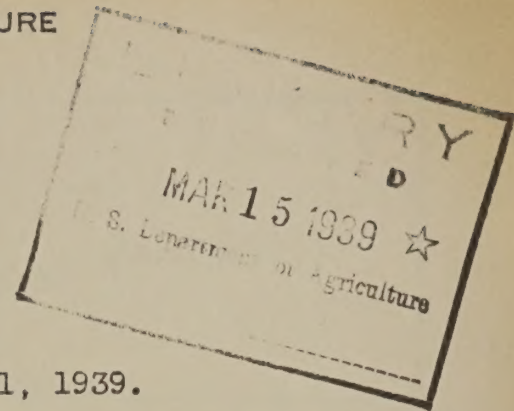
Secretary's Office. This memorandum delegates the primary responsibility for leadership in promoting farm forestry under the Cooperative Farm Forestry Act to the Soil Conservation Service. But the program, to be most successful, requires cooperative action by several agencies within the Department. This means, of course, that there must be general agreement on objectives and on the methods of attaining the objectives. To promote cooperative action and to aid in keeping the farm forestry program harmonized with other land-use programs of the Department, but without diminishing the responsibility of the Soil Conservation Service in the administration of work under the Cooperative Farm Forestry Act, there is hereby established a Farm Forestry Committee. The Forest Service, the Soil Conservation Service, the Extension Service, the Bureau of Agricultural Economics, and the Office of Land Use Coordination shall each designate one member to serve on this Committee, and the representative of the Office of Land Use Coordination shall serve as Chairman. This Committee's functions shall not extend beyond the task of promoting cooperative and harmonious action by the agencies most concerned with farm forestry (listed in this memorandum); giving attention to policy questions which require action or consultation in the Office of the Secretary; and annually correlating estimates for the various types of work that might be undertaken under the Cooperative Farm Forestry Act.

H a w a l l a n

Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



March 1, 1939.

MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

In accordance with the President's Executive Order of January 14, 1939, establishing the Federal Real Estate Board with representatives from each department and agency, I am hereby designating Mr. B. R. Stauber, In Charge, Land Policy Coordination, Office of Land Use Coordination, to serve as the representative of this Department. I am also designating Mr. Arthur B. Thatcher, Chief of the Office of Plant and Operations, as alternate.

H A Wallace
Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

March 1, 1939

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MAR 15 1939

MEMORANDUM TO CHIEFS OF BUREAUS AND OFFICES

A number of requests have come to the Department for help in connection with the refugee problem. Some of these requests have been in connection with the work of the Inter-Governmental Committee on Political Refugees, formed as a result of the initiative of this government, and the President's Advisory Committee on Political Refugees; while others have come directly to us from various relief or charitable organizations. In some cases the requests are for aid in determining the possibilities for settlement of areas in other parts of the world, in other cases they are in connection with proposals for settlement in this country.

It seems to me that we should do all that we can within our limits of time, personnel and authorities to aid in the working out of this very great problem! To insure that such help as we give makes best use of the information available in the Department and to prevent overlapping or duplication in the work our various agencies may be doing in this connection, it has been decided to establish for the time being a departmental committee on the refugee problem, with the following composition:

M. L. Wilson, Under Secretary, Chairman
Will W. Alexander, Farm Security Administration
Eric Englund, Bureau of Agricultural Economics
Mordecai Ezekiel, Economic Adviser
C. E. Kellogg, Bureau of Chemistry and Soils
Max A. McCall, Bureau of Plant Industry
H. A. Nelson, Office of Budget and Finance
F. A. Silcox, Forest Service
L. A. Wheeler, Foreign Agricultural Service

The members of the Committee are not designated specifically as representatives of their respective bureaus, but rather as individuals representing all phases of work in the Department with which they are in contact.

Dr. Ezekiel is designated as Executive Secretary to serve as a central contact for all departmental work dealing with this problem and will see that all matters pertaining to it receive the consideration of the Committee for action.

The committee will meet at the call of the Chairman.

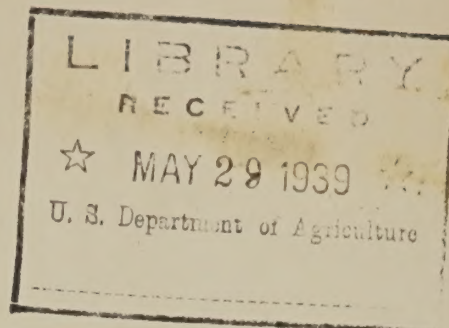
All offices of the Department which receive requests for help on the refugee problem, other than through this Committee, are to inform the Chairman or the Executive Secretary of the matters involved, so that their action may be consistent with the policy of the Department as a whole in the matter.

H A Wallace

Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



May 11, 1939

MEMORANDUM FOR BUREAU CHIEFS

Mr. Edwin R. Henson was appointed Coordinator of the Department's programs in the Southern Great Plains on May 10, 1939. Mr. Henson succeeds Mr. Roy I. Kimmel, who undertakes new duties as a member of the staff of the Bureau of Agricultural Economics.

In the past two years Mr. Henson has served the Department as Assistant Director of the Tenant Purchase Division of the Farm Security Administration.

He will make his headquarters at Amarillo, Texas, arriving there shortly after the middle of May.

I attach a copy of a letter I have just sent to the Presidents of the Land Grant Colleges in the five Southern Plains States. Will you please send an appropriate notification to all your field personnel in the area?

M. L. Wilson

Under Secretary.

Attachment

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Y

Dear Mr. _____:

Mr. Roy I. Kimmel, who for nearly two years has served as Coordinator of the Department's programs in the Southern Great Plains, has transferred to the Bureau of Agricultural Economics to undertake new staff duties with the Chief of Bureau. The experience Mr. Kimmel has had in the Southern Plains region, in working with the land-grant colleges, the field agencies of the Department, and local groups of farmers, will be of inestimable value, we feel, in furthering one phase of the new work of the bureau - that of general land use and conservation planning.

Mr. Kimmel will be succeeded by Dr. Edwin R. Henson. Mr. Henson will make his headquarters at Amarillo, Texas, arriving there shortly after the middle of May.

We have given a great deal of thought to finding, within the Department, a successor to Mr. Kimmel, and have reviewed thoroughly the qualifications of a number of people. We feel that Mr. Henson, by reason of his experience and training, is exceptionally well qualified to carry on the work of coordinating the Department programs in the Southern Plains with the least possible interruption.

Mr. Henson is a native of Kansas and a graduate of Oklahoma A. & M. College. He served for a while as a county agent in Oklahoma, leaving there to take graduate work at Iowa State University. He remained at Iowa State as instructor and, later, associate professor of agronomy until he entered the government service in 1935 as a member of the Program Planning Division of AAA. Mr. Henson became head of the Economics and Social Section of Resettlement Administration and later Assistant Director of the Tenant Purchase Division of FSA.

- 2 -

We are more than appreciative of the fine working relationship that has existed between the Southern Great Plains Advisory Committee and Mr. Kimmel's office and we are confident that the committee will help Mr. Henson with his difficult and delicate task with the same kindly and cooperative spirit that it has displayed toward his predecessor during the past two years.

Mr. Hurt, who has been associated with Mr. Kimmel at Amarillo, will continue as Assistant to the Coordinator.

Sincerely yours,

Under Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

MISS LACY

JUL 6 1939
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May 22, 1939

MEMORANDUM FOR:

Mr. Mastin H. White, Solicitor
Mr. W. A. Jump, Director, Budget & Finance
Mr. Roy Hendrickson, Director of Personnel
Mr. Morse Salisbury, Director of Information
Mr. Ralph Olmstead, Secretary's Office
Mr. M. S. Eisenhower, Land Use Coordinator

The Secretary having designated me as contact man in connection with the coming of the Rural Electrification Administration into this Department, I should like to ask you to serve with me on a departmental committee to deal with a committee set up by Mr. Carmody of the Rural Electrification Administration for the discussion of procedures and the arrangement of plans to effectuate the amalgamation.

I shall call a meeting of the two committees within a few days.

Word should be passed around throughout the Department that contacts with Rural Electrification Administration and discussions with members of that Administration of the new relationship for the present should be concentrated exclusively into this committee channel.



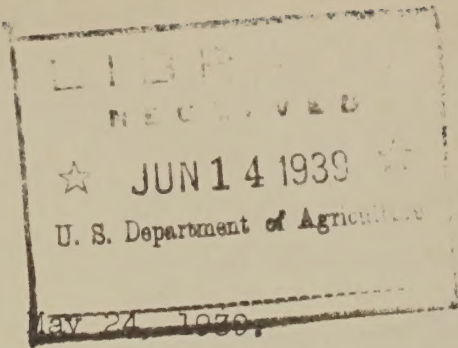
Paul H. Hyslop

Assistant to the Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.



Memorandum to Chiefs of Bureaus and Offices.

At the present time evidence indicates that we may have another drought condition in 1939. In order that we may be prepared to meet any emergency that may arise, I hereby appoint the following members to serve on the Drought Committee:

N. E. Dodd (Chairman) - Western Division, AAA
Fred Merrifield - Southern Division, AAA
Philip MaGuire - Vice President, Federal Surplus Commodities Corp.
Leroy K. Smith - Federal Crop Insurance Corporation
James G. Maddox - Director of Rehabilitation Division, FSA
C. W. Warburton - Director, Extension Service
Ralph Stauber - Land Use Coordination
C. B. Manifold - Division of Conservation Operations, SCS
Roy Kimmel - Coordinator, Bureau of Agricultural Economics
W. F. Callander - Division of Crop and Livestock Estimates, BAE

This Committee will make a careful study of the extent of the drought in all areas at the present time and will advise the Secretary of any modifications or additions which should be made to enable the existing farm programs to better serve the farmers in these affected areas.

It will also be the duty of the Committee to consult with the other agencies within the Department whose work touches these areas.

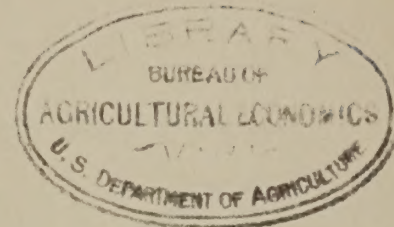
It is suggested that the Committee arrange for an early meeting in order that this important work may be promptly started.

H. A. Wallace

Secretary.

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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



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OCT 3 1940

July 3, 1940.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Pursuant to the authority vested in the Secretary of Agriculture by the Flood Control Act of June 22, 1936 (49 Stat. 1570), as supplemented and amended, I hereby delegate to the Land Use Coordinator, in addition to the powers now exercised by him, authority to approve, on my behalf, the making of flood control surveys. This delegation does not include authority to make allotments of funds for the conduct of flood control surveys, or to approve completed survey reports.

The authority conferred upon the Land Use Coordinator by this memorandum may be exercised, during his absence or incapacity to act, by the Acting Land Use Coordinator.

H O W allace

Secretary.

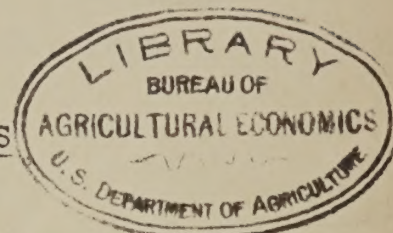
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OFFICE OF THE SECRETARY
WASHINGTON D. C.

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OCT 3 1940

August 23, 1940.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES



There is hereby established a Department Committee to conduct a survey of the facilities available for producing, processing, and warehousing food for use in case of emergency, and to advise and consult with representatives of the Agricultural Advisory Council on methods for securing information through trade associations.

Mr. George Livingston, Director of Food Supplies, The Advisory Commission to the Council of National Defense, will serve with the Committee.

The members of the Committee are as follows:

Mr. H. E. Reed, Agricultural Marketing Service
Mr. William F. Callander, Agricultural Marketing
Service
Mr. Sterling R. Newell, Agricultural Marketing
Service
Mr. Philip Maguire, Surplus Marketing Administration
Mr. Richard O. Been, Bureau of Agricultural Economics
Mr. E. Orth Mallott, Bureau of Agricultural Economics
Mr. J. R. Fleming, Bureau of Agricultural Economics
--Chairman

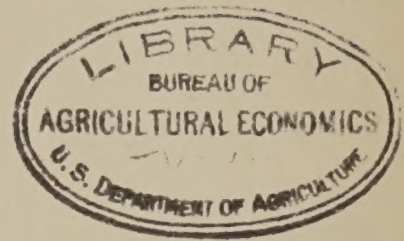
H a Wallace

Secretary

~~Miss Lucy - Roy.~~

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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Nov 20 1940
DEC 3 1940



November 20, 1940

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES

Mr. C. C. Farrington, former assistant director of the Western Division, Agricultural Adjustment Administration, has been named Vice President of the Commodity Credit Corporation to succeed Mr. John D. Goodloe, who has resigned to become Vice President of the Defense Supplies Corporation.

Mr. Farrington has been with the Department since 1928, when he joined the staff of the Bureau of Agricultural Economics. In 1933 he was transferred to the Agricultural Adjustment Administration, and with the inauguration of the Agricultural Conservation Program in 1936, he became assistant to the administrator, and in 1939 became assistant director of the Western Division.

Mr. Leon O. Wolcott, who since September 1939 has been Assistant to the Secretary, has been appointed as Secretary of the Commodity Credit Corporation. He was born in New Jersey, is a graduate of Brown University, the New York Law School, and is a member of the New York Bar.

Paul H. Lippel

Acting Secretary

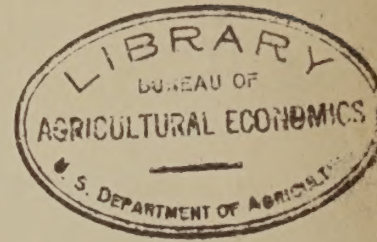
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UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 21, 1940.

MEMORANDUM FOR CHIEFS OF BUREAUS AND OFFICES



Mr. David Meeker, on detail from the Bureau of Agricultural Economics, has been assigned the duties of Assistant to the Secretary, vice Mr. Herbert Parisius. Mr. Parisius, who was on detail from the Farm Security Administration, has returned to that bureau to assume field duties in Wisconsin.

Mr. Meeker is from the state of Missouri and is a graduate of the University of Missouri. He was employed for several years in the Extension Service, and since November 1939 has been employed as Principal Agricultural Economist in the Bureau of Agricultural Economics.

Claude B. Wickard

Secretary

Stat. & Hist. Department
✓ IX 132 a (1)
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 26, 1946

MEMORANDUM FOR HEADS OF ADMINISTRATIONS, BUREAUS, AND OFFICES

Appointment of W. Carroll Hunter as Solicitor

W. Carroll Hunter, formerly Associate Solicitor, has been appointed Solicitor, succeeding Robert H. Shields, now Administrator, Production and Marketing Administration.

W. E. Dodd

Acting Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

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May 20, 1946

MEMORANDUM FOR HEADS OF ADMINISTRATIONS, BUREAUS, AND OFFICES

Appointment of O. V. Wells as Chief
of the Bureau of Agricultural Economics

O. V. Wells has been appointed Chief of the Bureau of Agricultural Economics, succeeding Howard R. Tolley, who resigned to join the staff of the Food and Agriculture Organization. Mr. Wells was formerly Assistant Chief for Income and Distribution Research, BAE.

M. E. Dodd

Under Secretary

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 18, 1947

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Members of Service Awards Boards

I take pleasure in announcing to all employees of the Department the members of the Board of Distinguished Service Awards and of the Board of Superior Service Awards.

Board of Distinguished Service Awards

Robert Ramspeck, Executive Vice President, Air Transport Association of America - Chairman (Former Member of Congress from Georgia, Seventy-first to Seventy-ninth Congresses; Chairman of House Civil Service Committee)

O. E. May, Director of Research, Coca-Cola Company (Former Chief, Bureau of Agricultural and Industrial Chemistry, 1944-46)

Arthur Moore, Member of McGraw-Hill Publishing Company (Former Editor of the Prairie Farmer and author of The Farmer and the Rest of Us)

Charles F. Brannan, Assistant Secretary

P. V. Cardon, Special Assistant to the Chief, BPISAE

T. Roy Reid, Director of Personnel - Recorder

Board of Superior Service Awards

Members

E. J. Overby, Assistant to
the Secretary - Chairman

O. V. Wells, Chief, BAE

Alternates

J. L. Wells, Assistant Director,
B&F

R. W. Trullinger, Assistant Ad-
ministrator, ARA, and Chief,
OES

Members

Louise Stanley, Special
Assistant to Research
Administrator, ARA

E. W. Loveridge, Assistant
Chief, Forest Service

H. G. Clayton, Director of
Florida Agricultural
Extension Service

Ralph W. Hollenberg, Cali-
fornia State Director,
FHA

T. Roy Reid, Director of
Personnel - Recorder

Alternates

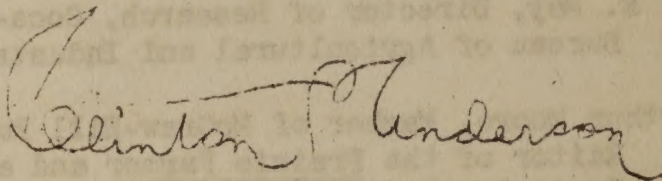
Myrtle Mohagen, Business Mana-
ger, Northern Regional
Research Laboratory, AIC

Ralph Shaw, Librarian

Austin L. Patrick, Regional
Conservator, Region 1, SCS

R. W. Webster, Associate Direc-
tor, Office of Information

Certificates, medals, and other emblems are now being prepared.
Announcement of awards will not be made until the time for presenta-
tion, which will be announced later.



Secretary